



# JHS Out of District Credit – Request for Pre-Approval

Please complete this document and submit with Appendix C

Student Name: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Email Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

*(The email address provided will be used to contact you regarding the this request.)*

Out of District Credit Provider: \_\_\_\_\_ Course Title and Code: \_\_\_\_\_

⇒ I am taking this course in order to meet a *pre-requisite* for a future class:  YES or  NO

⇒ I am requesting approval to replace\* a lower grade in a class I've already taken with this Out of District Credit:  YES or  NO

\* ONLY EQUIVALENT COURSES ARE ELIGIBLE (e.g. a *regular* course CANNOT replace an *Honors* course)

\*\* District Grade Replacement Policy states that both attempted credits/grades will appear on a student's transcript; however the lower grade will no longer be calculated in to the student's GPA.

This is a required form for any student who intends to complete credits outside the Lake Washington School District, including online courses. There are a few things to keep in mind before committing to Out of District Credit:

- Students seeking Pre-Approval for a course that may affect placement in 2021-2022 must submit this form and Appendix C by **June 1, 2023**.
- If the course taken is being used to advance a student's placement for 2021-2022, JHS must receive an official transcript from the Out of District Provider by **August 21, 2023** for a placement change to be considered. Placement change is contingent upon room in the next level class.
- It is the student's responsibility to monitor his/her own progress in the Out of District Credit class.
- Any final exam that needs to be taken must be proctored outside of school by an outside organization. A list of approved proctors is available through the online organization you are using.
- Student athletes intending to play a sport at a Division I or II college are responsible for checking if the course will be accepted by NCAA.
- *Seniors only:* All official transcripts of courses completed must be received by Juanita High School by **May 15<sup>th</sup>** of your senior year. If we do not receive your transcript by this date, the credit may not be counted towards graduation. It is your responsibility to have the official transcript sent to the Juanita counseling office. Please keep in mind it can take several weeks for a final to be graded and a transcript to be received and processed at JHS.

Step 1: Select an approved online school from the OSPI Approved Provider list at

<https://www.k12.wa.us/student-success/learning-alternatives/online-learning/approved-online-course-providers>

Step 2: Fill out this both this page AND "Appendix C: Request for Acceptance of Out of District Credit".

Step 3: Return **both** forms to your counselor.

Step 4: Receive approval from your counselor and Principal via the email provided on this page.

Step 5: Upon completion of the course, request an official transcript be sent to Juanita High School's Counseling office.

Please initial below indicating that you understand the following policies:

\_\_\_\_\_ This course will be added to my official transcript and GPA. I understand that all grades are posted to my transcript using the grading scale of the outside provider.

\_\_\_\_\_ Out of District course curriculum does not fully align with Juanita High School's courses. This may create potential gaps in content. It is the student's responsibility to seek additional support during the next level to compensate for these gaps.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_