

Request for Correspondence Courses
Federal Way School District

Name _____

Student ID _____

Date: _____

Graduation Year _____

In accordance with Board Policy 2410P, credit for college, correspondence and technical courses may be given when the following conditions are met:

Correspondence:

Correspondence courses must be taken at a school approved by the National University Extension Association. Courses taken at a community college, four year school or technical school must be taken at a state approved school. Students must schedule a meeting with their administrator to discuss the rationale for taking the course. In most cases, the course will not be available at the student's school or the required class does not fit into their schedule. Approval must be acquired prior to enrolling in the course.

Requested for Correspondence Course:

Required Course	Credit	Correspondence Course	Credit

Request for Correspondence Course(s):

(Granted/Not Granted) _____
Administrator's Signature Date

Student Signature

Parent Signature