



**APPLICATION AND AUTHORIZATION FORM  
FOR OUTSIDE EDUCATIONAL COURSES**

This form is to be submitted prior to enrolling in any course(s) taken outside the Newport-Mesa Unified School District (NMUSD), for review and approval to appear on the student's transcript.

Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Student ID #: \_\_\_\_\_

Phone: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

I plan to enroll in the following course(s):

1. Name of Course: _____	Name of non NMUSD School: _____
The enrollment period: Fall _____ Spring _____ Summer _____ Year _____	
2. Name of Course: _____	Name of non NMUSD School: _____
The enrollment period: Fall _____ Spring _____ Summer _____ Year _____	

**Please provide a brief course description(s).**

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have read the rules and regulations of AR 6146.11 - Alternative Credits Towards Graduation. Course(s) will be placed on transcript if approved for NMUSD credit, per district signatures below.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

This form was sent to the district office on \_\_\_\_\_  
Date

Principal or Designee/Signature	Title	Date
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***District Use Only***

Approved for NMUSD transcript

Approved, but NOT for NMUSD transcript

Disapproved/Reason(s) for Disapproval: \_\_\_\_\_

Approved by secondary education \_\_\_\_\_ on \_\_\_\_\_  
Name Signature Date

## Alternative Credits Toward Graduation

District students will complete specific course graduation requirements (e.g., English, U.S. History, Economics, etc.) and course sequences leading to advanced courses (e.g., mathematics, science, foreign language, arts, etc.) within the Newport-Mesa Unified School District. These courses are designed and taught by the high school academic staff to prepare students for advanced work both in Newport-Mesa Unified School District high schools and in institutions of higher learning. The district cannot certify the quality of courses taught outside of the district nor their alignment to the California State standards.

The district recognizes, however, that some students may desire to augment or accelerate their high school education in order to successfully reach various individual educational goals. As a result, the district has established procedures for students who wish to take courses in local public community colleges or public universities.

The following procedures apply to the acceptance of units of credit for Newport-Mesa Unified School District students who complete coursework in other designate accredited educational institution while enrolled in Newport-Mesa Unified School District. These procedures apply only to outside work taken while a student is enrolled in a Newport-Mesa Unified School District school.

1. A maximum of 10 credits of high school credit per school year will be accepted from a student who takes courses in other designated accredited educational institutions while enrolled in a Newport-Mesa Unified School District school. The principal may approve more than 10 credits per year if the student has exhausted opportunities for advanced study in particular subjects.
2. The maximum of 10 credits per year noted in item number one will be accepted under the following conditions:
  - a. Before enrolling in the course, students must first secure an "Application and Authorization Form for Outside Education Courses" document from their high school counselor, complete the form, and submit it to the principal for approval. Outside course work completed by the students will only be accepted with the principal's prior approval.
  - b. Course work may only be completed at local public community colleges, through University of California Regents programs, and the California State University system. Under special circumstances, the principal may approve course work taken at an out-of-state accredited institution of higher learning. Course work for the remediation of a D or F grade may be completed at a WASC accredited secondary institution.
  - c. In accordance with Education Code 46145, students must be enrolled in five classes at the local campus; a pre-approved independent study course may be one of the five classes.
  - d. Approved outside courses will be listed as an out-of-district course on the student's Newport-Mesa Unified School District transcript. With an annotation that the course was taken outside the Newport-Mesa Unified School District, and will be used in the computation of the student's grade point average, for class ranking purposes.