

TAMALPAIS UNION HIGH SCHOOL DISTRICT

Larkspur, California

Request for High School Credit for Alternative Coursework

Submit this form to your counselor. The course description or course of study must be attached.

Student:	Date:	Graduation Year:
Counselor:	Student ID #:	
I wish to take the following (check one): <input type="checkbox"/> Online High School Course <input type="checkbox"/> College Course (community college or other) <input type="checkbox"/> High School Course at Another School <input type="checkbox"/> Private World Language Instruction		
Institution Granting Credit:	When Taken: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:	
Course Title: <i>For BYU ONLY: Is the course Teacher Led?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Credits Previously Approved Outside of Home School <i>(maximum of 20 can be used to complete graduation requirements):</i>	
High School Credit Value: <i>(One semester is equal to 5 credits, two semester is equal to 10 credits)</i>		
I wish to have this course count toward the following: <input type="checkbox"/> Elective credit toward high school graduation <input type="checkbox"/> Remediation for a class taken where I earned a letter grade of "D" or "F" <small>(Please be aware that taking a class for remediation purposes does not remove the original "D" or "F" from the transcript)</small> <input type="checkbox"/> Credit toward this specific graduation requirement: _____		
Reason for enrolling in the class rather than taking at my high school:		

I understand the following:

1. This form is not valid unless signed by the counselor and principal prior to enrolling in online/outside course.
2. Credit for online, private school, correspondence, or distance learning courses will only be granted if this institution is accredited and can provide evidence that the course is aligned to California state standards.
3. Credit for courses will only be awarded if the principal or designee determines that the content is equivalent to at least one semester of high school coursework.
4. It is my responsibility to provide official documentation of course completion before credit will be awarded.
5. It is my responsibility to obtain and pay for approved test proctors, if necessary.
6. Credit can only be awarded for courses within the district's areas of study (Education Code 51220).
7. **Official transcripts must be received by the Records Secretary no later than May 15th to be added to the current school year transcript.**
8. **Students taking a course over the summer to enroll in a higher level class or to meet a prerequisite must submit the OFFICIAL TRANSCRIPT by August 15th. Course placement will be based on available space and is not guaranteed.**

Student Signature:	Date:
Parent Signature:	Date:

I have reviewed this request and find that it meets district guidelines.

Counselor Signature:	Date:
Principal's Signature	Date: