

TAMALPAIS UNION HIGH SCHOOL DISTRICT
Larkspur, California

REQUEST FOR ALTERNATIVE CREDITS TOWARD GRADUATION

*Initiate this process with your school counselor. Final approval is by the site principal.

Student name:	School:	Student ID #
Counselor:	Date:	Graduation Year:
Institution where alternate course will be taken:	Are you a transfer student? (circle) Yes No	Date of Course: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Course Title: _____ (attach course description or course of study)	Number of Alternate Credits previously approved: _____ Number of Alternate Credits seeking to be approved: _____	High School Credit: 1 semester=5 credits 2 semester=10 credits 3 college credits=5 TUHSD
<p>I wish to have this course count towards the following graduation requirement:</p> <p>Course Title: _____</p> <p>The reason I want to take this course instead of taking the course at my high school is:</p>		

I understand the following:

1. Requests for alternative coursework must be approved by the counselor and the site principal prior to enrolling in the course.
2. A maximum of **20 credits** of outside coursework will be approved and included on the student transcript
3. Credit for alternative coursework will only be awarded if the institution is accredited and can provide evidence that the course has been approved for UC "a-g" requirements.
4. Credit for graduation requirements will only be awarded if the alternative coursework aligns with the district curriculum and course of study, and is within the district areas of study (ED Code 51220)
5. Awarding of credit does not guarantee that the content is articulated with other courses the students may take at the high school in the same subject.
6. It is the student/family's responsibility to provide the official transcript from the issuing institution for the course completion before credit will be awarded. This must be submitted to your counselor by the end of the school year the course is taken. Senior students must submit transcripts from the issuing institution by May 15th in order to graduate.

Student signature:	Date:
Parent signature:	Date:

I have reviewed this request and find it meets the district guidelines:

Counselor Signature:	Date:
Principal Signature:	Date: