



Course Management

Directions for Completing the Transfer Credit Form (Non- LBUSD Schools)

This form is to be completed by parents/students who are requesting to take courses outside of LBUSD and transfer the credit into LBUSD to be placed on their transcript.

Steps to complete the form:

1. Begin the process by completing the form, using this [link](#) to access the application. If the link does not take you to the form please cut and paste this address into the web browser,
https://coda.io/form/Transfer-Credit-Form-non-LBUSD-Schools_dxhW-GXViOV
2. Complete Student Information
 - a. Student Name
 - b. Student ID #
 - c. Current Grade (based on this year grade level)
 - d. Current School Site
 - e. Current Counselor (if you do not know the name of your counselor, add the Head Counselors name)
3. Complete the School Information- This school information is for the school that you want to attend outside of LBUSD
 - a. Name of School (College Name or High School Name)
 - b. College/University or School Principal Name
 - c. WASC Accredited- Check this [website](https://directory.acswasc.org/new/) (<https://directory.acswasc.org/new/>) to determine if this school is accredited. If it is not accredited by WASC, select "other" and enter the name of the accrediting agency in the space provided.
 - d. UC "a-g" list- Check this [website](https://hs-articulation.ucop.edu/agcourselist) (<https://hs-articulation.ucop.edu/agcourselist>) to see if the school has an active "a-g" list. Be sure to enter the name of the school that you plan to attend for these courses.
4. Course Information
 - a. Name of Course 1
 - b. Type of Recovery (select 1)
 - c. Number of Credits/Units (indicate if you are earning HS credit or college units)

- d. Term of the Program (select 1)
 - e. Dates of the Program
 - f. Mode of Delivery (select 1)
 - g. Attach Course Outline and Course Syllabus or provide a link for each outline and syllabus
 - h. Repeat this process for each course that you are requesting to complete
5. Important Information– Please read all information carefully
 6. Parent/Guardian and Student Signatures– By digitally signing this document to agree to all of the statements in the “Important Information” section and that you will provide an official transcript in order for the courses to be added to the LBUSD transcript.
 - a. Double check to make sure that Parent and Student emails are accurate. There must be at least one email address so that you can be notified if the request is approved or denied.
 - b. Please include one parent/guardian or student phone number in case we need to reach out for additional information.
 7. Click “Submit” to have your request reviewed.

Once the application has been submitted, your Counselor will be notified and they will review the application to determine that all requirements have been met. If they approve the request, it will be sent to district personnel for final approval. At that point you will be notified by email if your request has been approved or denied.

Thank you for taking the time to complete this request for Transfer Credit form.