Mt. Carmel High School
2019/2020
Permission to Add Classes Outside PUSD

This form MUST accompany ALL OUTSIDE PUSD COURSE REQUESTS for which High School Credit is requested.

This form MUST be completed (form signed by ALL parties) PRIOR to the first day of the course.

✓ Courses taken off-campus will not replace previously earned grades and credits. Both grades factor into cumulative GPA.
✓ Courses taken during summer before 9th grade begins will NOT transfer toward high school graduation requirements.
✓ Students are permitted to take PUSD approved courses and transfer a maximum of 20 credits total toward high school graduation requirements (per PUSD Board Policy).
✓ PUSD & MCHS are not responsible for verifying off-campus course acceptance by CSU/UC a-g, NCAA, college admissions, etc.

Name ___________________________________________ Date ___________ Grade __________

1. Outside School/Institution Name: __________________________________________________________

2. Course Name(s): ____________________________________________________________

3. Semester/time-frame for taking course (valid 2019/2020 only)? Dates: ___________ to ___________

4. Reason for taking course:
   [ ] Credit Recovery [ ] Flexible scheduling [ ] Course not offered on Campus [ ] Other _______________________

STUDENT RESPONSIBILITY:
   [ ] Private language courses, attach completed Application and Authorization Form for Foreign Language Credit
   [ ] Community College courses, attach completed paperwork from college (NOTE: student must have completed 10th grade)
   [ ] Provide AP Test results of 4 or 5 score (if applicable)
   [ ] Order an official transcript to be received at MCHS by no later than ____________ (Registrar to complete)

MCHS only accepts credit for courses from schools outside of the district that are pre-approved by MCHS and are on the PUSD approved list. COURSES THAT ARE NOT ON THE PUSD APPROVED LIST AND HAVE NOT BEEN PRE-APPROVED BY THE COUNSELOR AND THE REGISTRAR WILL NOT RECEIVE HIGH SCHOOL CREDIT. It is your responsibility to request official transcript for any course taken outside PUSD to be sent to the MCHS Records Office by deadline listed above.

Student Signature ___________________________________________ Date __________

Parent Signature ___________________________________________ Date ____________

--------Office Use Only--------

I certify that the courses listed above are on the PUSD approved list and that this form was submitted prior to enrollment in the course.

Approval Signatures Required:

Outside credits already completed: ______/ 20 credit maximum allowed (per PUSD Board Policy)

Counselor ___________________________________________ Date __________

Registrar ___________________________________________ Date __________