

POWAY UNIFIED SCHOOL DISTRICT

**2023/2024**

**APPLICATION AND AUTHORIZATION FORM FOR FOREIGN LANGUAGE CREDIT**

*(For use in applying for credit for foreign language instruction received in private school other than regular day or boarding schools Course must be pre-approved by student's school of record **PRIOR TO** the first day of the language course.)*

**PART I: APPLICATION** (This part to be completed by the student)

\_\_\_\_\_  
Last Name of Student                      First                      Middle                      Birthdate-Month      Day      Year

I am now enrolled in grade \_\_\_\_\_ in \_\_\_\_\_  
Name of PUSD School                      Street Address

\_\_\_\_\_ I plan to have, or am now receiving instruction in  
City                      Zip Code

\_\_\_\_\_ in \_\_\_\_\_ while currently enrolled in the  
Name of Language                      Name of Private School

Poway Unified School District in grade 9 or above.

I am making application for credit equivalent to that given to students in the Poway Unified School District for the completion of

\_\_\_\_\_  
\*Title of Foreign Language Course or Courses                      Date Course Begins

\*NOTE: For example, first-year foreign language courses in grades 9-12 are entitled Japanese 1-2, Hebrew 1-2, etc. Second-year courses are entitled Japanese 3-4, Hebrew 3-4, etc.

\_\_\_\_\_  
Signature of Student                      Date

**COUNSELOR'S ACKNOWLEDGMENT OF INTENTION TO APPLY FOR CREDIT**

I acknowledge that the student named above, who is now attending \_\_\_\_\_, is currently  
Name of PUSD School  
enrolled in grade \_\_\_\_\_ and is making application for credit as indicated above.

\_\_\_\_\_  
Counselor's Signature                      Date

*(Counselor's signature does not indicate approval nor disapproval of the request.)*

**(RETURN PAGE ONE, ALONG WITH PUSD PERMISSION FORM TO SCHOOL REGISTRAR PRIOR TO START OF COURSE)**

# 2023/2024

Student Name: \_\_\_\_\_ grade: \_\_\_\_\_

## PART II: VERIFICATION OF FOREIGN LANGUAGE INSTRUCTION (This part is to be completed by the principal of the private school in which the student is enrolled. Please include all information that is requested.)

While concurrently enrolled in grade \_\_\_\_\_ in a school of the Poway Unified School District, the above-named  
9, 10, 11, or 12  
Student has received foreign language instruction in the private school of which I am principal. The student received  
private school instruction in \_\_\_\_\_ during his/her enrollment in grade \_\_\_\_\_ at \_\_\_\_\_  
Name of Language Name of PUSD School  
School.

The beginning date of instruction was \_\_\_\_\_  
Month Day Year

The ending date of instruction was \_\_\_\_\_  
Month Day Year

The total clock hours of instruction for the year was \_\_\_\_\_

## PART III: AUTHORIZATION OF CREDIT (To be completed and signed by the principal of the private school.)

I certify that the student named above has received the foreign language instruction which I have described in Part II of this form, has satisfactorily passed an appropriate examination, and is therefore entitled to receive credit for completion of the course indicated

| GRADE | COURSE TITLE* | AMT**<br>OF<br>CREDIT | MARK IN<br>SUBJECT | CLOCK HOURS OF<br>FOREIGN LANGUAGE<br>INSTRUCTION | NAME OF PRIVATE<br>SCHOOL |
|-------|---------------|-----------------------|--------------------|---|---------------------------|
|       |               |                       |                    |   |                           |

\* Course must be recorded in terms of an equivalent course offered in the Poway Unified School District. Course title should therefore correspond to that used in the District: for example, a first-year foreign language course is entitled Japanese 1-2, Hebrew 1-2, etc. A second-year course is entitled Japanese 3-4, Hebrew 3-4, etc.

\*\* 5 credits are given for 90 hours of instruction. 10 credits are granted for a one-year course with 180 hours of instruction.

Address of Private School \_\_\_\_\_  
Number and Street City Zip Code

\_\_\_\_\_  
School Phone Number

\_\_\_\_\_  
Principal's Signature

### - IMPORTANT INFORMATION FOR FORM COMPLETION AND CREDIT -

**IMPORTANT:** This application and authorization for must be mailed directly to the public school which the student is attending at the address shown in Part I of this form and must be postmarked no later than the date of the last day of the current school year of the Poway Unified School District. If the credit for which a 12<sup>th</sup> grade student has applied is necessary for graduation during the current school year, the completed application and authorization form must be received by the public school in which the student is enrolled no later than Wednesday of the 8<sup>th</sup> week of the 4<sup>th</sup> Quarter. Credit will not be given if course not pre-approved by school of record prior to the course beginning.

**Enveloped should be addressed as follows:**

**Mt Carmel High School  
Attn: Registrar  
9550 Carmel Mtn Road  
San Diego, CA 92129**

**(THIS PAGE TO BE COMPLETED BY LANGUAGE SCHOOL PRINCIPAL  
AFTER COMPLETION OF COURSE)**