

2023/2024
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 that are not available in the district or to make up deficient credits.
A maximum of 20 credits total may be applied 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 2023/2024 only)** Dates: _____ to _____

4. Reason for taking course:

- Credit Recovery Course not offered on Campus

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)

I understand that 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. I understand that 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. I understand that it is my/our responsibility to request an 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 course(s) 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 _____