

Mt. Carmel High School

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. When do you plan on taking the course(s) listed above? 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 _____ (Registrar to complete)

MCHS only accepts credit for courses from schools outside of the district which have been pre-approved by MCHS and are on the PUSD approved list. COURSES THAT ARE NOT ON THE PUSD APPROVED LIST AND/OR 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 _____