

POWAY HIGH SCHOOL

Permission to Take Classes Outside PUSD

*This form **MUST** precede **ALL** OUTSIDE PUSD COURSE REQUESTS
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.
- ✓ A maximum of 20 credits total may be applied toward high school graduation requirements (per PUSD Board Policy).
- ✓ PUSD & PHS 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. Term for taking course(s) (check one and complete year):

Fall 20____ Spring 20____ Summer 20____

4. Reason for taking course(s):

Requesting high school credit Not requesting high school credit

STUDENT NOTES AND RESPONSIBILITIES (Check that you acknowledge):

For Community College courses, student must have completed 10th grade

Provide AP Test results of 4 or 5 score (*if applicable*)

Order an official transcript upon completion of the course to be sent to PHS if requesting high school credit; all transcripts for current seniors must be received by May 15 of their grad year

I understand that PHS only accepts credit for courses from schools outside of the district that are pre-approved by PUSD. I understand that courses that are not approved by PUSD 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, when applicable, to be sent to the PHS Records Office.

Student Signature _____ Date _____

Parent Signature _____ Date _____

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

I certify that the course(s) listed above are approved by PUSD and PHS and that this form was submitted prior to enrollment in the course(s).

Approval Signatures Required:

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

Counselor _____ Date _____

Registrar _____ Date _____