Mt. Carmel High School
2020/2021
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 2020/2021 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)

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**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______________

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**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 __________