



Online & Post-Secondary Course Approval Form

STUDENT INFORMATION

Name: Student ID: High School:
Counselor: Grade: Current GPA: Proposed Course:
Rationale for Taking Course:

GUARDIAN INFORMATION

Name: Email: Phone:

PROPOSED PROGRAM ENROLLMENT TYPE

Online Coursework: In order for any student to receive academic credit for any online coursework from an accredited online high school they must meet the following guidelines:

- Foreign Language Instruction (Select if Applies)
Private Instruction Course (Select if Applies)

- 1. The student applies in writing for the credit, and obtains prior written approval from their counselor and the site principal.
2. Online coursework is limited to two courses per summer and one per regular school year.
3. Cut-off to sign up for courses is prior to the end of the third quarter of the record year.
4. No course offered at one of our comprehensive high schools may be dropped at any time for an online course.
5. An online course cannot be taken concurrently with the same course that is offered at the school where the student is enrolled.
6. Only courses from accredited schools will be accepted and prior written permission is required.
7. AP Courses: Online or independent study AP courses are for test prep purposes only. These courses may only be taken for credit if Amador County Public Schools does not offer the same course. Students participating in online, or independent study AP courses are eligible to take the corresponding AP test.

Credit earned at Post-Secondary Institution

The district shall grant credit toward high school graduation for coursework successfully completed at a community college or state college, provided that:

- 1. The student applies in writing for the credit, and obtains prior written approval from their counselor and the site principal.
2. The student has not graduated from high school and, at the student's request, the course is not being applied for credit toward college graduation.
3. Three and one-third semester high school credit is given for each unit earned in college on a semester system. College units earned in a quarter system are converted based on following equation - (3 quarter credits ÷ 1.5 = 2 semester credits)
4. The student shall receive the same letter grade for the high school credit as is granted by the college.
5. To receive credit from post-secondary institutions the student is responsible for submitting their final transcript for a course to their high school registrar for high school credits.
6. The student and guardian understand that the results of a course taken at a post-secondary institution will be a part of their permanent college transcript.

SIGNATURES - By Signing this document you agree to the policies outlined in this document:

Student: Date: Guardian: Date:
Counselor: Date: Principal: Date: