



# WEST HIGH SCHOOL

20401 Victor Street, Torrance, CA 90503 (310) 533-4299

## Correspondence Course Pre-Approval Request (Classes for advancement taken outside of TUSD)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

The TUSD school board policy allows students to earn up to **40 credits** for *advancement* toward graduation through outside educational institutions over the four years. However, courses are **limited to a maximum of 10 credits per academic discipline** (English, Social Studies, Science, Mathematics, World Language, PE, Fine Art, etc.) if they will be applied towards graduation requirements. For credit to be accepted, the following are required:

- The "Correspondence Course Pre-Approval Request" form is signed by the student, parent/guardian, and counselor **prior to a student** enrolling in the off campus course. Otherwise, the course will **not** be recorded on the high school transcript.
- The institution where the course is taken must be WASC accredited.
- The student shall receive the same letter grade for high school credit as is granted by the educational institution.
- Upon completion of the course, the student must submit an official transcript to his/her counselor showing the student successfully completed the course. Once received, the course, grade, and credits will be added to his/her TUSD transcript.

Name of Educational Institution: \_\_\_\_\_

Course Title: \_\_\_\_\_ Credits: \_\_\_\_\_

Reason for taking this course: \_\_\_\_\_

Do you intend to have this course placed on your WHS transcript for credits? YES NO

Have you taken a correspondence course(s) for advancement before? \_\_\_\_\_

If so, which subject(s)? \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation: Denied Approved

**WARNING:** The correspondence course you have requested as a graduation requirement for Torrance Unified School District **may not** be accepted by the UC/CSU system, private colleges and universities, out-of-state institutions, or NCAA as fulfilling entrance requirements. It is your responsibility to check with an admissions officer from each campus to which you intend to apply.