



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: _____ ID#: _____ Grade: _____

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 of high school. However, courses are **limited to a maximum of 10 credits per academic discipline** (English, Social Studies, Science, Mathematics, World Language, and Fine Art) 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: _____

Which course will be added to the WHS schedule (to replace this correspondence 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 is a graduation requirement for Torrance Unified School District and **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.