



External Course Approval Form

The student and family will need to complete this form and submit to the school for approval prior to taking courses outside the district. The student is responsible for all costs of the program including transportation, tuition, books, and fees.

STEP 1 To be completed by the student and family.

Student Name: _____

Student ID: _____ Grade Level: _____ Grad Year: _____

Community College or Out-of-District Program Name: _____

Course(s) Requested (*Course Name & Course Code*) **and** Credit(s):

Course Name	Course Code	Credit(s)
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Course Name	Course Code	Credit(s)
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Requested course(s) will fulfill:

☐ a personal interest

☐ a graduation requirement: _____ (name the requirement)

☐ a grade improvement: _____ (course being retaken)

Student Signature

Date

Parent/Guardian Signature

Date

After the course is completed, please have an official transcript sent to the registrar at your school.

Any senior who plans to participate in the June graduation ceremony is responsible to submit an official transcript to their high school registrar no later than the day prior to the ceremony.

A copy of this letter will be placed in the student's cumulative file.

Taking the course(s) listed above does not indicate entry into the Running Start program. Running Start has separate requirements, applications, and deadlines.

STEP 2 To be completed by the registrar and counselor.

☐ Yes, this program is appropriately accredited.

Registrar Signature

Date

☐ Yes, this program meets the student's course plan.

Counselor Signature

Date

STEP 3 To be completed by the principal or designee.

☐ Request is approved

☐ Request is denied for the following reason: _____

Principal/Designee Signature

Date