

Request for High School Credit for Concurrent Enrollment in Non-SVUSD Course

Please read the Information Sheet & Administrative Regulation attached to this form.

Last Name: _____ First Name: _____

Grade: _____ Age: _____ Birth Date: _____ Phone #: _____

Address: _____

Current High School (circle one): ETHS LHHS MVHS THHS SHS SVA

_____ Non-SVUSD Course (Exactly as catalog lists)	_____ Non-SVUSD Course Number	_____ Number of College Units or High School Credits
_____ SVUSD H.S. Course Equivalent (if applicable)	_____ Name of Non-SVUSD Institution	
Start Date of Course: _____		End Date of Course: _____
SVUSD Transcript Grading Period: Circle One: 1 st semester 2 nd semester 1 st trimester 2 nd trimester 3 rd trimester Summer Session		
SVUSD Transcript Option : Effective July 1, 2022, all concurrent enrollment non-SVUSD courses will automatically be added to the SVUSD high school transcript, unless the student and parent initial below to indicate their choice to not include the course on the high school transcript. Note: Any course taken to satisfy a high school graduation requirement, A-G requirement, or to fulfill a student's required number of classes must be added to the SVUSD high school transcript.		
I am choosing to not have the non-SVUSD course listed above added to my high school transcript. The course above is not being used for a high school graduation requirement, A-G requirement, or to fulfill the required number of classes.		
	_____ Student Initials	_____ Parent Initials

My signature below verifies that I have read and will follow the directives specified in **the information sheet and Administrative Regulation 6146.11 included with** this form. I understand that it is my responsibility to provide an official non-SVUSD transcript to my current high school and that my current high school transcript will not be updated until the non-SVUSD transcript is received. I also understand that my high school graduation status may be contingent upon the receipt of the official documentation from the non-SVUSD school. I understand that if I do not provide the official documentation from the non-SVUSD school by the deadline, the non-SVUSD course will be listed on my SVUSD transcript with a grade of "F". I understand that the grade received in the non-SVUSD college course will be included on my high school transcript and included in the high school GPA calculation. This includes grades of "F" or "WF". The non-SVUSD college course will not receive weighted grades.

Student Signature

Date

Parent/Guardian Permission

Date

Approved By:

Guidance Counselor/Student Services Tech

Date

H.S. Assistant Principal/Principal

Date

DEADLINE DATE FOR COURSE COMPLETION: _____

Official transcript is required.
This course will count in the high school GPA.

For office use only SVUSD credits: _____

High School Credit for Concurrent Enrollment in Non-SVUSD Course Information Sheet

General Information

1. The non-SVUSD college course is allowed for any of the 55 elective credits required for graduation. The course will not be allowed to replace any of the 165 credits of specified classes for graduation (English 1, 2, 3, 4; World History; United States History; Civics/American Government; Economics; the first three years of Math include Algebra 1; the first three years of Science; two years of Physical Education; one semester of Health, one year of one of the following: Visual or Performing Arts, World Language, American Sign Language, or Career Technical Education). In rare circumstances, the AP of Curriculum may grant exceptions with pre-approval.
2. All concurrent enrollment non-SVUSD courses will automatically be added to the SVUSD high school transcript, unless the student and parent indicate their choice to not include the course on the high school transcript. Note: Any course taken to satisfy a high school graduation requirement, A-G requirement, or to fulfill a student's required number of classes must receive a letter grade and will be added to the SVUSD high school transcript.
3. The grade received in the non-SVUSD college course will be included in the high school GPA calculation if the course is included on the high school transcript. This includes grades of "F" or "WF". The non-SVUSD college course will **not** receive weighted grades.
4. Students taking a non-SVUSD college course as a repeat of a course taken in high school during the regular school year may do so only if the course is/was not offered during SVUSD summer school. The same guidelines used for courses repeated within the district will be used: the grades in both courses will appear on the high school transcript, but only one course will be granted credit toward meeting graduation requirements and only the higher grade received will be included in the GPA calculation.
5. The non-SVUSD college course may be included in the required number of classes (six classes for 9th, 10th, 11th graders; five classes for 12th graders); however, all students must take at least four classes on the high school campus. The four classes may include an online SVUSD classes.
6. College coursework will only be accepted from an accredited two or four-year college or university.

Student Responsibilities

1. Student must obtain prior approval for the course and credit by the Assistant Principal of Curriculum and Guidance.
2. Student must provide proof of enrollment by the 15th day of the SVUSD semester the course will be dropped from their schedule. If the course was included in the required number of classes, the student will be enrolled in an SVUSD course.
3. Student brings official transcript from college within one week of the transcript being available from the college.
 - a. *Students that have not brought in a copy of the college transcript within three weeks of the end of the college term will have an "Incomplete" recorded as their grade. Designated staff member will notify student of the "Incomplete" grade and will inform student that the grade will be changed to an "F" if the student does not provide the college transcript within two weeks of notification.*
4. Student is responsible for confirming that the non-SVUSD college course for which they are concurrently enrolled will be accepted by a college or university other than the one in which they are concurrently enrolled.