



# Carlsbad High School

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## Off Campus Course Permission Request

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID #: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

**No More than 20 credits** from the combined areas of college courses, private institution, or adult school may be transferred onto the high school transcript. Students must be enrolled at Carlsbad High School while attending an off campus class in order to receive credit on a Carlsbad High School transcript.

Carlsbad High School shall grant credit toward high school graduation for coursework successfully completed at a community college, state college, public or private institution provided that:

- The "Off Campus Course Permission Request Form" must be signed by the student, parent/guardian, counselor and administrator **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 or otherwise regionally accredited school.
- The student shall receive the same letter grade for the high school credit as is granted by the college or private institution.
- Upon the completion of the course, the student must submit an official transcript showing the student successfully completed the course.

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

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

Do you intend to have the course placed on your CHS transcript for credits?      YES      NO

Have you taken off campus courses before? \_\_\_\_\_ How many? \_\_\_\_\_

**A copy of the course description *must* accompany this request.**

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

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

Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:    Denied      Approved

**WARNING: The off campus course you have requested as a graduation requirement for Carlsbad High School 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.**