

Pleasanton Unified School District
ONLINE COURSE PERMISSION REQUEST FORM

Student ID# _____ Date: _____ School: _____

_____ Class of _____ is seeking permission to enroll in
(Student name)

Course title: _____ Course # _____ Units in catalog _____

(Name of accredited school, program, or college)

Reason for taking this course: _____

Procedures to Follow:

1. Student and parent review the district criteria for approval of the course, procedures, and timelines for completing the course.
2. Please check which of the following applies:
 - Course meets UC-approved requirements for on-line courses (new policy 2010-2011)
 - Course is on the district-approved list for graduation only
 - Other (please explain) _____
3. Student must turn this form into his/her counselor to seek approval from the counselor vice principal **prior to signing up for the course.**
4. Immediately after completing the course (May 15 for seniors enrolled in a course), the student needs to ask the issuing institution to send an official transcript to the school registrar.

The maximum number of units granted for credit of online courses in PUSD is 20 units for grades 9-12, with no more than 10 units in any subject area. Seniors enrolling in an online course second semester must enroll by March 1 and complete the course by May 15 (or meet an earlier deadline if required by the online institution in order to request their grade and transcript before graduation). UC-approved online courses may be taken to make up a grade or to "get ahead" in coursework.

All seniors are encouraged to enroll in online courses as soon as possible in the school year.

An online course enrollment deadline extension from March 1 to ten school days after the mailing of the third quarter progress report will be considered for seniors who learn that they are at risk of failing a course at the third quarter progress report (mid March report). Requests for additional online courses need to be submitted to the school principal. All online courses are beyond six periods per day and need to be taken at the school site. All online courses are taken in addition to the six-period day at the school site.

IMPORTANT NOTICE: The online course you have requested to enroll in to meet a graduation requirement for PUSD may not be accepted by the UC/CSU system, private colleges and universities, out-of-state institutions, or NCAA as fulfilling entrance requirements. Be sure to check with an admissions officer from each campus to which you intend to apply.

(1) _____ (3) _____
Student signature Counselor signature

(2) _____ (4) _____
Parent signature Principal or Designee signature

Online Course Approval Process (Grades 9-12)

The Pleasanton Unified School District (PUSD) may grant credit for online courses to meet high school graduation requirements under the following conditions. The definition of an online course for the purpose of this policy is when a student independently completes an online course through the Internet or by mail. When a student completes an online course (e.g., civics), it does not preclude the student from having to meet all district graduation requirements (e.g., community service).

Criteria for Approval:

1. The course must meet one of the following criteria:
 - meets criteria outlined in this policy, or
 - course offered as part of the University of California College Prep Online Program (UCCP) or
 - included on District-approved list of online courses
2. The curriculum of the online course meets the following criteria:
 - aligns with the curriculum of a course in the district and /or the state standards
 - the course outline has been reviewed by both school administration and a teacher representative from the subject area department before it is determined that the online course is aligned with district curriculum. When submitting an online course for approval, the student should allow time for site staff to review the alignment of the proposed course with district curriculum
 - if the course does not align with district curriculum, it may be reviewed by school administration/administrative designee and a teacher representative from the subject area department for approval for elective credit
3. The maximum number of units granted for credit of online courses is 20 units for grades 9-12, with no more than 10 units in any one subject area. Appeals for the approval of more credit for online courses may be made to the school principal.

Procedures to Follow:

1. The student completes the district's online course request form (Appendix A attached to this policy) and submits it to the principal or designee before enrolling in the online course.
2. The principal or designee reviews the course for possible approval.
3. If the course is approved, the student enrolls in the online course. Seniors need to enroll in a second-semester online course by March 1 and complete all coursework, including the final, by May 15 (or meet an earlier submission date, if required by the institution in order to obtain a grade before graduation).
4. An online course enrollment deadline extension from March 1 to ten school days after the mailing of the third quarter progress report will be considered for seniors who learn that they are at risk of failing a course at the third quarter progress report (mid-March report).
5. The cost for enrolling in any online course needs to be paid for by the student or his/her parent/guardian.
6. The grade issued by the institution offering the online course will be placed on the student's transcript.

Appeals Process:

Requests to take an online course to meet graduation requirements that are denied may be submitted to the site principal for review and approval. If the online course request is not approved by the site principal, an appeal may then be submitted to the Director of Curriculum in writing for review.