

Palisades Charter High School

Online and/or Outside School Approval Form (during school year)

| | | |
|---|--------------|---|
| <u>NAME</u> | <u>GRADE</u> | <u>COUNSELOR</u> |
| <u>NAME OF OUTSIDE/ONLINE SCHOOL</u> | | |
| <u>COURSE TITLE</u> | | |
| <u>PCHS EQUIVALENT COURSE TITLE</u> | | |
| <i>COUNSELOR USE ONLY (DO NOT FILL OUT THIS GRAY SECTION)</i> | | |
| <input type="checkbox"/> Post on Pali Transcript (_____ CREDITS) | | <input type="checkbox"/> Do NOT post on Pali Transcript |
| <u>COUNSELOR APPROVAL</u> | | <u>DATE</u> |
| <u>DIRECTOR OF ACADEMIC PLANNING APPROVAL</u> | | |

Courses not approved by the Counseling Office prior to the start of class will not be posted.

IMPORTANT TO READ BOTH SIDES CAREFULLY! Steps students must take prior to enrolling in a class outside of Pali:

- Complete this approval form with parent signature and return to your counselor. The counselor and the Dir. of Academic Planning must sign the approval form BEFORE the student registers for a class.
- Student must pick up this completed form from the counselor once all signatures have been obtained.
- Enroll in only the approved class at the approved school (both of which are listed above)
- The title of the class, whether the class will be posted, and the number of credits earned (if any) are listed on this form.
- Classes above and beyond the A-G requirements will NOT be posted to the student’s Pali transcript.
- When the class is complete, the student/parent is responsible to request an official transcript be sent to the Pali Counseling Office. Grades are NOT automatically sent from the school where you took the class. The Pali Counseling Office must receive official transcripts and they MUST be in a sealed envelope. Once you have requested the transcripts, please follow up to confirm that the Counseling Office received the transcript.
- If the online/outside school has a completion date that is different from the date listed on this form, it is not relevant when trying to get credit at Pali. *You must adhere to the completion date that Pali has set.*

COMPLETION DATE: The class must be completed AND the sealed official transcripts received by the Pali Counseling Office by the Third Thursday in May.

Parent/Guardian’s and/or student’s signatures on this form indicate that the student and parent understand the procedures and policies listed above.

| | |
|------------------------------------|-----------------------|
| <u>STUDENT’S SIGNATURE</u> | <u>DATE</u> |
| <u>PARENT/GUARDIAN’S SIGNATURE</u> | <u>DATE</u> |
| <u>STUDENT’S EMAIL</u> | <u>PARENT’S EMAIL</u> |



OTHER IMPORTANT INFORMATION

Courses must be taken at a reputable, accredited institution, reviewed and approved by the Director of Academic Counseling.

The schools listed below have already been approved by our office.

Students may take a maximum of three courses for the school year, including summer school with a maximum of 15 credits during the calendar year. Any exceptions must be approved by the Director of Academic Counseling.

Brigham Young University-Independent Study Online Courses (BYU is NOT NCAA approved)

<https://is.byu.edu/>

Information regarding BYU:

- 1. When asked if you want to share the information with your school, select yes then enter Palisades Charter High.*
- 2. If taking Health thru BYU, select HLTH Pt 1 041*
- 3. Upon completion of the coursework, the FINAL EXAM must be taken with a proctor at a testing site; it is not an online exam. You must make arrangements through BYU to find a proctor and testing center. Pali teachers are NOT available as proctors.*
- 4. Allow enough time to make these arrangements in order to get a final transcript to us by deadline.*
- 5. BYU should send a SEALED official transcript to Palisades Charter High School, attn.: counseling office. FAX transcripts ARE NOT accepted.*

National University Virtual High School - online

<https://www.nuvhs.org/>

Laurel Springs School- online

<https://laurelsprings.com/>