

POWAY UNIFIED SCHOOL DISTRICT

APPLICATION AND AUTHORIZATION FORM FOR FOREIGN LANGUAGE CREDIT

(For use in applying for credit for foreign language instruction received in private school other than regular day or boarding schools Course must be pre-approved by student's school of record PRIOR TO the first day of the language course.)

PART I: APPLICATION (This part to be completed by the student)

Last Name of Student First Middle Birthdate-Month Day Year

I am now enrolled in grade in Name of PUSD School Street Address

City Zip Code I plan to have, or am now receiving instruction in

Name of Language in Name of Private School while currently enrolled in the

Poway Unified School District in grade 9 or above.

I am making application for credit equivalent to that given to students in the Poway Unified School District for the completion of

*Title of Foreign Language Course or Courses Date Course Begins

*NOTE: For example, first-year foreign language courses in grades 9-12 are entitled Japanese 1-2, Hebrew 1-2, etc. Second-year courses are entitled Japanese 3-4, Hebrew 3-4, etc.

Signature of Student Date

COUNSELOR'S ACKNOWLEDGMENT OF INTENTION TO APPLY FOR CREDIT

I acknowledge that the student named above, who is now attending, is currently enrolled in grade and is making application for credit as indicated above.

Counselor's Signature Date

(Counselor's signature does not indicate approval nor disapproval of the request.)

PART II: VERIFICATION OF FOREIGN LANGUAGE INSTRUCTION (This part is to be completed by the principal of the private school in which the student is enrolled. Please include all information that is requested.)

While concurrently enrolled in grade _____ in a school of the Poway Unified School District, the above-named student has received foreign language instruction in the private school of which I am principal. The student received private school instruction in _____ during his/her enrollment in grade _____ at _____ School.

The beginning date of instruction was _____
 Month Day Year

The ending date of instruction was _____
 Month Day Year

The total clock hours of instruction for the year was _____

PART III: AUTHORIZATION OF CREDIT (To be completed and signed by the principal of the private school.)

I certify that the student named above has received the foreign language instruction which I have described in Part II of this form, has satisfactorily passed an appropriate examination, and is therefore entitled to receive credit for completion of the course indicated

GRADE	COURSE TITLE*	AMT** OF CREDIT	MARK IN SUBJECT	CLOCK HOURS OF FOREIGN LANGUAGE INSTRUCTION	NAME OF PRIVATE SCHOOL

* Course must be recorded in terms of an equivalent course offered in the Poway Unified School District. Course title should therefore correspond to that used in the District: for example, a first-year foreign language course is entitled Japanese 1-2, Hebrew 1-2, etc. A second-year course is entitled Japanese 3-4, Hebrew 3-4, etc.

** 5 credits are given for 90 hours of instruction. 10 credits are granted for a one-year course with 180 hours of instruction.

Address of Private School _____
 Number and Street City Zip Code

 School Phone Number Principal's Signature

IMPORTANT: This application and authorization for must be mailed directly to the public school which the student is attending at the address shown in Part I of this form and must be postmarked no later than the date of the last day of the current school year of the Poway Unified School District. If the credit for which a 12th grade student has applied is necessary for graduation during the current school year, the completed application and authorization form must be received by the public school in which the student is enrolled no later than Wednesday of the 8th week of the 4th Quarter. Credit will not be given if course not pre-approved by school of record prior to the course beginning.

Enveloped should be addressed as follows: Name and Address of School
 Attn: Registrar