

# Palos Verdes Peninsula Unified School District



## Enrollment in an Online/Off-Campus Course Permission Form

Course Completion Deadline: Last Day of Corresponding PVPUSD Semester  
Final Transcript DUE: Two Weeks After Completion of Corresponding PVPUSD Semester

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

**Parent:** Please read and initial each of the following indicating your agreement:

- \_\_\_\_\_ I understand my student may NOT sign-up for an online/off campus course during the school year if it is already offered at his/her high school.
- \_\_\_\_\_ I understand the PVPUSD counselor is not responsible for facilitating this agreement.
- \_\_\_\_\_ I understand that if this course is a graduation requirement, it must be completed by the date listed above for the course to appear on my PVPUSD transcript.
- \_\_\_\_\_ I authorize my son/daughter to enroll in an online / off-campus course
- \_\_\_\_\_ I understand courses MUST be completed and the transcript submitted by the deadline listed at the top of this page regardless of the institution's deadline.
- \_\_\_\_\_ I have reviewed my student's course load and believe they will be able to manage the increased workload.
- \_\_\_\_\_ I understand that PVPUSD is not responsible for the cost, the course or institution offering the class.
- \_\_\_\_\_ I understand that the student is responsible for having an official transcript sent to his/her high school, if they want the course added to their PVPUSD transcript by the deadline listed above.
- \_\_\_\_\_ I understand that as a parent I am assuming full responsibility to ensure my student completes this course according to the PVPUSD guidelines listed above and meets all deadlines as required.
- \_\_\_\_\_ I understand final approval to have this class added to the student's PVPUSD transcript is subject to High School Administrative approval.

Student signature: \_\_\_\_\_ Parent signature: \_\_\_\_\_

Institution Name: \_\_\_\_\_ Course Title: \_\_\_\_\_

Attach the following documentation for final enrollment approval:

1. A copy of the course description from the off campus institution.
2. A copy of the homepage of the online/ off-campus institution.
3. Proof that the institution is WASC Accredited (or other regional accreditation).
4. Print out of the UC A-G List from the institution you plan on attending. The requested course must be on the institution's UC approved course list. (<https://doorways.ucop.edu/list/app/home?execution=e1s2>)
5. Proof that the institution issues their own transcript with grades and credits.

Expected course completion date: \_\_\_\_\_

**Complete this form, attach required documents 1-5 listed above and  
return to your student's counselor for review and approval.**

Counselor Approval:  yes  no

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Principal Final Approval:  Approved  Not Approved

Associate Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_