

**MONROVIA UNIFIED SCHOOL DISTRICT**

**REQUEST TO ENROLL IN CORRESPONDENCE/DISTANCE LEARNING COURSE  
AND/OR COLLEGE COURSE FOR TRANSFER OF COURSE CREDIT**

*This form should be submitted to your school principal at least 10 days before enrolling in an online course.*

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

STUDENT ID # \_\_\_\_\_ CURRENT GRADE LEVEL \_\_\_\_\_

Dear Parent,

Monrovia Unified School District high school transcripts are official documents. We wish to have them reflect as accurately as possible the rigor of the courses of study that have been used in the student’s education. The application form below enables our District to certify that course credit awarded and reflected on District student transcripts is legitimate and provides credibility for those transcripts. The District is acting fully within its legal authority in utilizing these processes. Without your cooperation, we will be unable to grant credit.

**NOTE: Students who not receive prior approval before enrolling in a course cannot be assured that course credit will be granted. For original or make-up course credit, prior permission of a Monrovia Unified School District high school administrator is required.**

For students currently enrolled in a Monrovia Unified School District high school, the following information is required if you wish to transfer credits earned online or by correspondence at an educational institution during the non-school hours or during the summer.

Name of Course: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

Length of Course: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Description of Instruction Materials: (Check all that apply.)

Online course \_\_\_\_\_ Textbook \_\_\_\_\_ Other (Please identify.) \_\_\_\_\_

Please attach sample assignments or course syllabus. If the course is requested for original credit, attach a statement indicating the reason the student could not take the course at a Monrovia Unified School District high school.

Once all requested information is received, it will be reviewed. You will be notified by your principal if your request to take an online or correspondence course is approved. Please be advised that your student may be requested to provide sample assignments, long-in records, and/or take an assessment to determine mastery of course content. If you have any questions, please feel free to contact your student's school principal.

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**FOR OFFICE USE ONLY**

Request to enroll in an online or correspondence course is  
\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date

Student/Parent were notified by  
\_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_ Conference with student or parent  
\_\_\_\_\_ Date(s)