Prince William County Public Schools (PWCS) Request for Approval to Earn Standard Credits from Approved Courses Using Virginia Department of Education Providers

This form is for students seeking courses that are approved through Virginia Department of Education (VDOE) MOP providers or the Virginia Council for Private Education.

Course Information

Course requested: _____

Course provider: _____

Is this course provider a VDOE Multidivisional Online Provider (MOP) or member of the Virginia Council for Private Education?

☐ Yes

☐ No – If no, the approval process must be followed for non-approved programs/courses on Attachment II.

Location/time/program at which courses will be taken: _____

_____

Please indicate why you wish to take a course outside PWCS: _____

_____

_____

Student Information

Name of Student: _____

Student ID Number: _____

School: _____

Signature of Student: _____

Date: _____

Parent/Guardian Information

Name of Parent/Guardian: _____

Signature of parent/guardian: _____

Date: _____

Review Process

Signatures and approval/denial should be completed in order. If at any point the request is denied that person completes the last section (reason for denial), and the request no longer moves forward.

*If middle school, the middle school director of school counseling will consult with the high school director of school counseling for the student's projected school prior to approval or denial.

Base School Director of School Counseling

☐ Course Request Approved

☐ Course Request Denied (complete bottom section)

Name of Director of School Counseling: _____

Signature of Director of School Counseling: _____

Date: _____

Base School Principal

☐ Course Request Approved

☐ Course Request Denied (complete bottom section)

Name of Principal: _____

Signature of Principal: _____

Date: _____

Reason for Denial

_____

_____

_____

_____

Students will be awarded a letter grade (A-F) that will appear on their transcript and be calculated in their GPA.

Students are responsible for providing the base school with an official final grade report for any course taken outside PWCS.

Students must take the associated end-of-course SOL test, when applicable, during a PWCS test administration. Students are required to pass the end-of-course test to receive verified credit for the course.