Prince William County Public Schools (PWCS) Request for Approval to Earn Standard Credits for Courses or Providers That Are Not Virginia Department of Education Approved

This form is intended for current students seeking approval to earn standard credits for courses that are not approved through Virginia Department of Education (VDOE) providers or for courses from other non-VDOE approved accredited providers.

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

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: _____

Student Learning Department Curriculum Supervisor

Syllabi for the course will be reviewed to ensure content covered is similar in nature to local PWCS courses.

☐ Course Request Approved

☐ Course Request Denied (complete bottom section)

Name of Curriculum Supervisor: _____

Signature of Curriculum Supervisor: _____

Date: _____

Director of Student Learning

☐ Course Request Approved

☐ Course Request Denied (complete bottom section)

Name of Director of Student Learning: _____

Signature of Director of Student Learning: _____

Date: _____

Reason for Denial

_____

_____

_____

_____

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