



**Neuqua Valley Guidance Department
Outside Coursework Pre-approval Form
Summer School, Correspondence, and Online**

Approval _____
Check # _____

Student Name: _____ Student ID# _____

Courses to be taken: _____

Rationale for class: _____

Outside coursework provider: _____

Academic Term: _____ Date: _____ Class of 20 _____

- **The student’s counselor or the Director of Guidance must pre-approve all outside coursework including COD summer school and D204 Online.** Any coursework not pre-approved will not be placed on the D204 transcript. This form serves that purpose.
- Students should discuss all outside coursework with their counselor to ensure it meets their educational needs and interests.
- If you are a potential NCAA athlete, please speak with your counselor regarding NCAA eligibility.
- Students are limited to 2.0 credits of outside coursework; any course work taken beyond the 2.0 credits will not be reported on our transcript or used to meet graduation requirements. Credits from our partner schools, COD and D204 Online, are excluded from the 2.0 limit.
- Courses taken outside the district will be posted to the transcript as a letter grade and count towards the student’s Grade Point Average (GPA). Outside courses are not eligible for weighted credit.
- All grades reported to NV will be placed on the transcript. If you choose not to complete a course, you must follow the provider’s drop process.
- Outside coursework will not be considered for grade replacement unless taken through our partner schools COD or D204 Online. See your counselor for specific details.
- Students are responsible for following deadlines set forth for course completion. Coursework for seniors must be completed by May 1st and grade reports must be received in order to participate in the graduation ceremony.

I understand and agree to the above guidelines.

Student Signature

Date

Parent Signature

Date

Counselor Signature

Date

Recommended Not recommended

Director of Guidance Approval

Date