



HIGH SCHOOL LINKED LEARNING OFFICE

MEMORANDUM

To: OUSD Middle and High School Principals, Assistant Principals, and Counselors

From: Vanessa Sifuentes, Deputy Chief of Post-Secondary Readiness
Vinh Trinh, Manager of Master Scheduling and Comprehensive Student Supports
Elizabeth Paniagua, Coordinator of Post Secondary Readiness

Date: August 1, 2025

Subject: Pre-Approval for External/Alternative Credit and Math Acceleration

We are writing to inform counselors, teachers, and administrators of new processes being implemented to formalize and operationalize the pre-approval of external coursework. Effective August 11, 2025, all students will be required to obtain pre-approval for non-OSD coursework intended for math acceleration or alternative credits for graduation or A-G requirements.

Background

Consistent with LCAP Goal 1, Oakland Unified School District is committed to ensuring all students are college, career, and community-ready. As one way of offering students a range of options for post-secondary preparedness, California Education Codes 51225- Graduation Requirement, 41585 (a)(1-3)-Dual Enrollment Opportunities, and 48800-48802 -Advanced Education allow school districts to establish guidelines and processes for course completion, academic acceleration, and graduation. While the Oakland Unified School District Board Policy articulates opportunities for students to access alternative means of course completion and acceleration, we have developed additional guidance in collaboration with OSD Legal to ensure consistent practices related to alternative credits (as per Board Policies [6146.1](#) and [6146.11](#)) and math acceleration are implemented district-wide.

The External Course Pre-Approval Form is for students who wish to access non-OSD courses as an alternative means of satisfying high school graduation requirements or achieving math acceleration.

- **Alternative credit-bearing coursework** includes Concurrent Enrollment with accredited community colleges (excluding Dual Enrollment, which takes place at a student's high school) and any other external course credit that students would like applied to their OSD transcript to satisfy graduation requirements.
- **Math acceleration** refers to a process intended to allow students to secure placement in a math course associated with a higher grade level than the student's current grade. Students in grade 8 (incoming 9th graders) may enroll in external coursework for math acceleration, but credits completed before 9th grade will not count toward high school graduation or A-G credit requirements. Pre-approval forms must be submitted no later than the final school day for accelerated math placement during the



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following school year. Math acceleration requires a grade no lower than a B for placement in a higher-level high school math course.

- Note: Other external classes taken for exploration or college acceleration that do not need to be entered on OUSD transcripts to meet OUSD graduation requirements do not require a pre-approval form. These courses can be reported directly to colleges during the application process.

Per Oakland Unified School District Board Administrative Regulation (AR) and Board Policy (BP) 6146.11, students may participate in alternative coursework. However, the following eligibility criteria must be met if students seek to enroll in an accredited institution and receive course credit that shall be posted on their high school transcript:

- Current high school students must be on track for A-G eligibility, graduation, and pathway completion.
- Pre-approval from a counselor and principal or designee must be obtained by submitting the External Course Pre-Approval Form.
- Students in grades 11 and 12 must be enrolled in a minimum of 180 minutes per day of high school attendance and students in grades 9 and 10 must be enrolled in a minimum of 240 minutes per day of high school attendance per [California Ed Code 46140-46148](#).
- Students are responsible for verifying enrollment and satisfying all requirements for credit.

Step-by-Step Process

1. The family and/or student will need to consult the student's assigned counselor if the student intends to take an external course (excluding Dual Enrollment).
2. The family and/or student will submit the [HS Network External Course Pre-Approval Form](#).
3. The assigned counselor will receive the External Course Pre-Approval Form submitted by the family/student and approve or deny the request.
4. The counselor will route the form to the next appropriate approver (Math Coordinator or Administrator).
5. The student will submit the completed External Course Pre-Approval Form with staff signatures to their assigned counselor for transcript processing.