Instructions for applying for Foreign Language Credit at a Private Language School.

- 1) Make a copy of these documents (below). Type directly on the forms.
- 2) Complete **Part I** of the <u>Application and Authorization Form for Foreign Language Credit</u>.
- 3) Complete the <u>Pre-Approval for Courses Outside of PUSD</u>
- 4) Print, sign, and scan forms (see scanning options on webpage), then email both to your Counselor.
- 5) If approved, the signed forms will be returned via email.
- 6) Give the signed copy of the Application and Authorization Form for Foreign Language Credit to your private language school. After you have completed the class, **Part II/III** must be completed by instructor/principal then be mailed directly to Rancho Bernardo HS Record's Office from your private language school.
- 7) When your transcript is received by RBHS Records, your grade will be updated on your Rancho Bernardo HS transcript.

 PUSD Board Policy AR6146.11(b)
- 8) Scroll down to access forms.

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Poway Unified School District Rancho Bernardo High School

APPLICATION AND AUTHORIZATION FORM FOR FOREIGN LANGUAGE CREDIT

(For use in applying for credit for foreign language instruction received in private school other than regular day or boarding schools.)

PART I: APPLICATION (This part to be completed by the student.)

	Firs	st Middle	Birthdate (MM/DD/YYYY)
I am now enrolled in g	rade in		
		Name of PUSD Schoo	I and Street Address
		I plan to have, or ar	n now receiving instruction in
City	Zip Code		
	in		while currently enrolled in the
Name of Language Poway Unified School		me of Private School or above.	
I am making application of	on for credit equiva	alent to that given in the	Poway Unified School District
		Title of For	eign Language Course or
Courses		_	
•		-	ntitled Japanese 1-2, Hebrew 1-2, etc
•	entitled Japanese 3-4,	-	ntitled Japanese 1-2, Hebrew 1-2, etc
Second-year courses are e	entitled Japanese 3-4, ent	Hebrew 3-4, etc.	
Second-year courses are e	entitled Japanese 3-4, ent ent PR/COUNSELOF	Hebrew 3-4, etc. R'S ACKNOWLEDGEI	MENT OF INTENTION TO
Signature of Stud ADMINISTRATO	entitled Japanese 3-4, ent PR/COUNSELOF e student named a	R'S ACKNOWLEDGEI APPLY CREDIT above, who is now attend	Date MENT OF INTENTION TO

(Administrator or Counselor's signature does not indicate approval or disapproval of the request.)

·	hool in which the studen				
hile concurr	ently enrolled in gra	de in a so	hool of the Pow	ay Unified School D	istrict, the
		-		on in the price school	
rincipal. The	student received p	rivate school inst		during his me of Language	/her enrollment in
rade	at		Ivai	ne or Language	
	Name of PUSD School	ol .			
ne beginning	date of instruction	was			
		Month	Day	Year	
he ending da	ate of instruction wa				
		Month	Day	Year	
he total cloc	c hours of instruction	n for the year wa	s		
ART III: AU	**HORIZATION OF C	CREDIT (To be con	npleted and signed	by the principal of the	hich I have
ART III: AU certify that the	**HORIZATION OF C	CREDIT (To be cor nove has receive as satisfactorily etion of the cour	npleted and signed d the foreign lan passed an appro	by the principal of the p	hich I have
certify that the described in ntitled to rec	e student named at Part II of this form, heive credit for comp	OREDIT (To be consolve has receive as satisfactorily etion of the cour	npleted and signed d the foreign lan passed an appro se indicated. Mark in	by the principal of the	which I have and is therefore
certify that the described in entitled to reconstruction. Student's Grade Course must therefore con Japanese 1-2 5 credits are	e student named at Part II of this form, heive credit for comp Course Title* De recorded in terms of espond to that used in the Hebrew 1-2, etc. Secondiven for 90 hours of institutions.	credit** cove has receive as satisfactorily etion of the cour Amount of Credit** an equivalent course are District; for exampled-year courses are	mpleted and signed d the foreign lan passed an appro se indicated. Mark in Subject e offered in the Powe ple, first-year foreign entitled Japanese 3	by the principal of the principal of the principal of the principal of the principal distriction was principal examination. Clock Hours of Foreign Language.	Name of Private School ct. Course title should rades 9-12 are entitled
certify that the described in ntitled to reconstruction. Student's Grade Course must therefore contaganese 1-2 to credits are	e student named at Part II of this form, heive credit for comp Course Title* De recorded in terms of espond to that used in the Hebrew 1-2, etc. Secondiven for 90 hours of institute and the school	credit** cove has receive as satisfactorily etion of the cour Amount of Credit** an equivalent course are District; for exampled-year courses are	mpleted and signed d the foreign lan passed an appro se indicated. Mark in Subject e offered in the Powe ple, first-year foreign entitled Japanese 3	by the principal of the principal of the principal of the principal of the principal distriction was principal examination. Clock Hours of Foreign Language ay Unified School Distriction language courses in graduage 4, Hebrew 3-4, etc.	Name of Private School ct. Course title should rades 9-12 are entitled

attending at the address shown in PART I of this form and must be postmarked no later than the date of the last day of the current school year of the Poway Unified School District. If the credit for which a 12th grade student has applied is necessary for graduation during the current school year, the completed form must be received by the public school in which the student is enrolled no later that Wednesday of the 8th week of the 4th Quarter.

Envelopes should be addressed as follows:

Name and Address of School, ATTN: Registrar

PRE-APPROVAL FOR COURSES OUTSIDE OF PUSD

Student Name (Last,	First, MI):	Student ID#:
Date:	Current Grade:	Birthdate:
Outside School Nam	e:	
Course Name/Numb	er:	
Reason for taking co	urse:	
		nthorization Form for Foreign Language Credit college AND student must have completed 10th grade
Will this course be us	sed for High School credit? Yes	No
Approved Disappr	ovedSignature of Ad	ninistrator
For RBHS staff use only		
□ Course Accented	□ Course review needed □ Ou	side credits already earned /20 may