

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 Application and Authorization Form for Foreign Language Credit.
- 3) Complete the Pre-Approval for Courses Outside of PUSD
- 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.



PART II: VERIFICATION OF FOREIGN LANGUAGE INSTRUCTION (This part is to be completed by the principal of the private school in which the student is enrolled. Please include all information that is requested.)

While concurrently enrolled in grade _____ in a school of the Poway Unified School District, the above-named student has received foreign language instruction in the private school of which I am principal. The student received private school instruction in _____ during his/her enrollment in grade _____ at _____.

Name of Language

Name of PUSD School

The beginning date of instruction was _____

Month Day Year

The ending date of instruction was _____

Month Day Year

The total clock hours of instruction for the year was _____

PART III: AUTHORIZATION OF CREDIT (To be completed and signed by the principal of the private school.)

I certify that the student named above has received the foreign language instruction which I have described in Part II of this form, has satisfactorily passed an appropriate examination and is therefore entitled to receive credit for completion of the course indicated.

Student's Grade	Course Title*	Amount of Credit**	Mark in Subject	Clock Hours of Foreign Language	Name of Private School

* Course must be recorded in terms of an equivalent course offered in the Poway Unified School District. Course title should therefore correspond to that used in the District; for example, first-year foreign language courses in grades 9-12 are entitled Japanese 1-2, Hebrew 1-2, etc. Second-year courses are entitled Japanese 3-4, Hebrew 3-4, etc.

** 5 credits are given for 90 hours of instruction. 10 credits are granted for a one-year course with 180 hours of instruction.

Address of Private School _____

Number and Street City Zip Code

School Phone Number Principal's Signature

IMPORTANT: This application and authorization form must be mailed directly to the public school which the student is 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 than 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 Name: _____

Course Name/Number: _____

Reason for taking course: _____

- Outside Health Course
- Private Language courses attach completed Application and Authorization Form for Foreign Language Credit
- Community College courses attach completed paperwork from college **AND** student must have completed 10th grade to earn credit.

Will this course be used for High School credit? Yes No

Approved Disapproved _____
Signature of Administrator

For RBHS staff use only

- Course Accepted Course review needed Outside credits already earned ____/20 max