

OUT OF DISTRICT COURSEWORK

We are proud to support our students in exploring classes outside of MVLA to expand their thinking and learning.

It is important for students to follow our process to ensure that credits will be eligible and and excepted.

Out of District Guidelines & Process

Students enrolled in MVLA must follow the process listed on the MVLA OUT-OF-DISTRICT COURSE PERMISSION FORM, prior to enrolling in any outside coursework.

1. Student submits the MVLA OUT-OF-DISTRICT COURSE PERMISSION FORM to the principal or designee.
2. Student creates an account with the outside institution to submit an automated request, or submits Concurrent Enrollment form to the principal or designee.
3. Requests will be reviewed and responded to by the principal or designee within 3-4 business days.
4. Principal or designee approves or denies the request.
5. Student completes the outside institution's process for adding the approved course.

It is the **student's responsibility** to research the institution and to ascertain transferability before signing up for a course.

OUT-OF-DISTRICT COURSE PERMISSION FORM

LOS ALTOS HIGH SCHOOL

Principal: Wynne Satterwhite (650) 960-8811 x2010

MOUNTAIN VIEW HIGH SCHOOL

Principal: Michael Jimenez (650) 940-4600 x1010

I am applying to take a course at a:

- Community College
- College or University
- Online school
- Private/Independent school

Name of Institution providing course:	
Term/Year of prospective enrollment:	

Student Name:		Student ID #:	Grade:
Home School:		Date Form Submitted:	
Student Contact #		Student Email:	
How many OOD courses have you previously taken and added to your MVLA transcript? (enter the # of equivalent high school units):			

The signatures below CONFIRM that the above-mentioned MVLA student has permission to enroll in the following course(s): (Courses to be listed in priority order, allowing for 2nd and 3rd choices if the first choice class is unavailable.)

	Course #	Course Title	# of college units	Check if you want HS credits	Check if you ONLY want college units
1st Choice					
2nd Choice					
3rd Choice					

By signing this permission form, I acknowledge that I have read and agreed to the district guidelines for taking out-of-district or online courses, found on the second page of this document.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Administrator Signature _____ Date _____

- Approved for a max. of ____ HS units for this term, to be reflected on the MVLA transcript
- Approved for participation in CCAP program
- Denied

Pre-approved out-of-district and/or online courses completed by students are entered on the MVLA transcript as a 'transfer' course upon submission of an official transcript to the school.

Only courses from recognized and accredited institutions that are UC/CSU-approved.

Courses completed without prior permission from the HS principal, will not be entered on the high school transcript.

No more than 40 high school credits taken through alternative forms of instruction can be applied to the high school transcript.



Dual Enrollment

- Provides high school students the opportunity to get an early start on earning college credit.
- Many courses are transferable to four-year colleges and universities.
- Still need to get the approval of the principal on the MVLA “Out of District Course Permission” form.
- Foothill/De Anza College waives enrollment fees for dual enrollment as long as students do not take more than 11.5 units during each of the Fall, Winter, and Spring quarters (6 units in the Summer).



Next Steps

- Add counselors back into the chain of approving. This supports them in their role of knowing what their students are taking and guidance.
- Supporting our At-promise students to access the out of district courses (ie taking a class at Foothill over the summer) by removing barriers (transportation, fees, books fees, recruitment)
- Align the “Approved or denied by the principal or designee within 3-4 business days”
 - Add “ unless extenuating circumstances arise, in which case, student will be responded to”. Among multiple documents.
- List classes students are not able to take due to core graduation requirements.
- Continue to work with sites for alignment in practices.