



PENINSULA HIGH SCHOOL

14105 Purdy Drive N.W.

Gig Harbor, WA 98332

(253) 530-4400

Correspondence Course Agreement

According to Peninsula School District procedures; “correspondence courses or other accredited courses may be approved for classes previously failed. . . .Students seeking to replace required graduation classes with distance learning courses must obtain approval from their counselor and principal prior to enrollment.” This form documents this pre-approval and stipulates other required conditions when accepting correspondence credit.

Student Name	Grade	Date
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Name of Institution Offering Credit	Course #	Course Description (e.g. Sophomore English)
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Other conditions:

- Final exams for all distance learning courses must be proctored by a high school staff member.
- Seniors must be able to document completion and credit awarded for any correspondence course required for graduation by 1:00 pm on the afternoon prior to the day of practice. If this deadline is not met, the credits awarded will still be applied towards high school requirements when verified, although seniors will not be allowed to participate in graduation ceremonies.
- A maximum of two correspondence credits may be granted.
- Parents/student recognize that they assume all responsibility for monitoring progress and verifying completion of this course. Verification must be provided to the high school directly from the institution awarding credit.
- All costs associated with correspondence credit are borne by the family.

Students' s Signature of Acceptance	Date	Parent/Guardian Signature of Acceptance	Date
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Principal' s Signature of Acceptance	Date	Counselor' s Signature of Acceptance	Date
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