

**Signature School
Alternate Credit Permission Form**

There are special circumstances under which a student may be granted credit for completing a course offered through another institution. These circumstances are: need for a course required for impending graduation, need for a course not offered by Signature, or a scheduling conflict whereby the school cannot make a schedule. Students requesting to take a course outside of Signature School to fulfill graduation requirements must complete this form and return it to the counselor. The request will go before the Curriculum Committee for approval, and the principal will notify the student about the outcome. Students should note that Signature School does not weight grades earned through another institution.

Student name: _____ Grade: _____ Date: _____ GPA: _____

1. Official title of the course for which you are seeking credit (see the course description section of the Program of Studies, p. 10-p. 22, for official course titles): _____
2. Please complete the following:
 - a. Name of the institution through which you will be taking this course _____
 - b. Official title of course _____
 - c. Cost of course _____
 - d. Start date: _____ Date of completion: _____ Time: _____
Location: University _____ Online program _____
3. Why are you enrolling in this course? _____

4. Student must attach an **official course description** of the class they are requesting to take.

Student Signature

Date

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY

1. Date received by counselor's office: _____
 2. Action taken by the Curriculum Committee: Approved: _____ Denied for the following reason(s):

 3. Date student and parent notified of decision: _____
- _____
Principal's signature
- _____
Date