

Analy High School Off-Campus Course Agreement

Dear Parent / Guardian:

Your student has expressed an interest in taking a class via distance learning or off campus at SRJC. Please be advised any such class is not monitored by the Analy High School Counseling Office or staff member. It is the sole responsibility of the student to complete the course satisfactorily, including the final exam, if the student expects to receive credit or fulfill requirements for graduation.

Please note that all coursework must be **pre-approved** by your student's counselor.

It is the student's responsibility for course registration, completion and for obtaining documentation of course completion and for provision of that information to the counseling office.

Seniors

SRJC courses that are taken in the Spring semester of senior year may not be completed and graded in time to verify completion for a course needed for graduation. Therefore, it is required that you see your counselor to obtain an additional form that must be completed, signed by your instructor and on file NO LATER than **Second week in May**.

Distance learning courses taken in the spring of senior year must be completed and final grade received by your student's counselor no later than **Second week in May**. Be sure to plan ahead to complete your final exam and have the grade arrive to the Analy High School registrar's office by the above deadline. It is suggested that you plan to take your final at least 3 weeks in advance of the deadline.

The responsibility rests with the student to meet all deadlines for all coursework whether it be SRJC or a distance learning course.

Transfer of credits to Analy

SRJC or distance learning courses will be added to a student's transcript in the following situations:

- Classes required for graduation from Analy High School.
- Classes to meet 4-year admission requirements, such as foreign language, Math 155 etc.

If you approve your student's request for an SRJC or distance learning class, please sign below and in the case of an SRJC course, return it with the SRJC Concurrent Enrollment form to the Counseling Office.

Student Name _____ Grade _____

Program/Course Title/Section # and credit value _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Counselor Signature _____ Date _____

Administrator Signature _____ Date _____