Request to earn high school credit from programs outside of Manassas City public Schools (MCPS)

Name:__________________________________________ Student ID number:_______________

Directions for Parent or Guardian: Please complete section A or section B to request permission to earn standard credit from programs outside of MCPS. Submit the completed form and additional documents to your child’s school counselor to obtain permission to transfer credit prior to enrolling in any non-MCPS program.

Section A: Academic School Year (Fall-Winter-Spring)

Students currently enrolled MCPS are expected to earn standard units of credit from MCPS programs. This request for approval to transfer a credit is being made for the following reason:

- A schedule conflict that is not resolvable through MCPS programs
- A health-related conflict that is not resolvable through MCPS programs
- To pursue college credit

The student request approval to transfer credit from:

- A college or university (additional review and approval required)
- Virtual Virginia

Course Title____________________________________________________    ____New  ___Repeat
School Offering the Course ______________________________________________
School Official______________________________________ phone number __________________

Please attach published course description provided the non-MCPS program

Section B: Summer Session (July-August)

Students currently enrolled in MCPS are expected to earn standard units of credit from MCPS programs. This request for approval to transfer a credit is being made for the following reason:

- The student is unable to access the course through an MCPS program
- To pursue college credit
- The student requires a face to face alternative to an MCPS course offered only online
- The student is pursuing an approved course with lower associated costs

The student requests approval to transfer credit from:

- A Virginia public school
- A public school outside of Virginia
- A private school accredited by the Virginia Council of Private Education (VCPE)
- A college or university (additional review and approval required)
- Virtual Virginia

Course Title____________________________________________________    ____New  ___Repeat
School Offering the Course ______________________________________________
School Official______________________________________ phone number __________________

Please attach published course description provided the non-MCPS program

I understand that MCPS provides courses required for graduation and have chosen to enroll in a non MCPS program. Permission to take a non MCPS course is not an endorsement that this course will prepare students to pass Virginia SOL tests or prepare students for the next course in a sequence.

Parent or Guardian Signature _____________________________________ Date____________

Student Signature _____________________________________ Date____________

For School Use Only: Please verify whether the requested course meets condition for transfer credit. File a copy of the signed form in the students cumulative records.

Date_______________  ___Permission granted ___Permission denied

Director of Student Services Signature __________________________ Principal Signature __________________