Signature School
Alternate Credit Permission Form

There are special circumstances under which a student may enroll in 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, 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 student will be notified by the principal.

Student Name:_________________________________ Grade:_______ Date:_________ GPA:_____________

1. Name of the course for which you are seeking credit? (Official course titles are located in the Signature School course description section of the Program of Studies, starting on page 8.)

_________________________________________

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 Date