



REQUEST FOR CONCURRENT ENROLLMENT COURSES

(COURSES TAKEN OUTSIDE OF SAMOHI)

NOTE: STUDENTS ARE TO TAKE CORE ENGLISH COURSES AT SAMOHI. IT IS NOT ADVISED STUDENTS TAKE MATH, SCIENCE, OR LANGUAGE COURSES OUTSIDE OF SAMOHI.

STUDENT NAME:		GRADE:
ID:	HOUSE:	DATE:

OUTSIDE SCHOOL INFORMATION (TO BE COMPLETED BY STUDENT/PARENT)

PURPOSE OF THE COURSE: ☐ CREDIT RECOVERY ☐ GET AHEAD ☐ ELECTIVE
LEVEL OF COURSE: ☐ HIGH SCHOOL ☐ COLLEGE
FORMAT OF COURSE: ☐ IN-PERSON ☐ ONLINE
COURSE TO BE TAKEN IN: ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER 20_____

NAME OF SCHOOL:
LOCATION OF SCHOOL (CITY, STATE):
SCHOOL CEEB/COLLEGE BOARD CODE (6 DIGITS): <small>Can be found on: https://hs-articulation.ucop.edu/agcourselist (college programs excluded)</small>
COURSE TITLE(S):
HOW WOULD YOU LIKE YOUR SCHEDULE ADJUSTED AT SAMOHI IF YOU COMPLETE THIS COURSE THROUGH THIS SCHOOL?
REASON FOR TAKING COURSE OUTSIDE OF SAMOHI:

PLEASE INITIAL THE FOLLOWING STATEMENTS

- IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN AN OFFICIAL TRANSCRIPT FROM THE SCHOOL. SUBMIT SUMMER TRANSCRIPTS TO THE RECORDS OFFICE AT samohirecords@smmusd.org SEND ALL OTHER OFFICIAL TRANSCRIPTS TO YOUR ADVISOR: _____
- ALL COURSES LISTED ON SUBMITTED OFFICIAL TRANSCRIPTS WILL BE PLACED ON STUDENT'S SMMUSD TRANSCRIPT: _____
- FOLLOW ENROLLMENT STEPS, REQUIREMENTS, AND DEADLINES OF THE OUTSIDE SCHOOL YOU ARE PLANNING TO ENROLL IN: _____
- GET AHEAD COURSES MUST BE COMPLETED PRIOR TO THE START OF THE SCHOOL YEAR: _____
- ADVISOR MUST BE NOTIFIED IF COURSE IS DROPPED: _____



CONCURRENT ENROLLMENT GUIDELINES FOR ACCELERATION/ENRICHMENT

Concurrent enrollment means enrollment in any non-Santa Monica High School course during the school year or during the summer by a regularly enrolled Santa Monica High School student. Concurrent enrollment is an alternative means by which students may obtain credit while being simultaneously enrolled at Santa Monica High School and another approved educational program.

Concurrent enrollment options complement, *but do not supplant*, programs options at Santa Monica High School. Concurrent enrollment may be approved for “acceleration,” and/or “enrichment” purposes. At Santa Monica High School we believe that students benefit most from classroom experiences that allow for opportunities to immerse themselves in their subject with peers. Options that do not provide students this experience should be strongly discouraged.

Guidelines

- Students are to take core English courses at Santa Monica High School.
- Only academic grades will be accepted, not a Pass/Credit
- All classes on the transcript will be added including Fails and Withdraws
- Students are required to take courses required for graduation and courses offered by Santa Monica High School at Santa Monica High School. Exceptions may be made for the following reasons:
 - A course offered at Samo cannot be accommodated within a student’s schedule without displacing a core class or graduation requirement.
 - A course is not offered at Santa Monica High School.
- Students must obtain signed pre-approval for any concurrent enrollment course from their school counselor.
- Courses that are pre-approved and completed can be added to the student’s Santa Monica High School transcript. It is the student’s responsibility to ensure that Santa Monica High School receives an **official** transcript from the school in which the student took the course(s).
- Santa Monica High School will only accept courses from accredited institutions. Questions regarding an institution’s accreditation status are to be referred to the Advisor.
- All courses will be added to the semester indicated on the official transcript. For incoming 9th graders, courses will not be added prior to summer semester of their 9th grade year due to enrollment guidelines.
- The following options need to be considered as most appropriate first:
 - SMMUSD Programs
 - Community College
 - 4-year Colleges/Universities

On-line course work should be considered as an option of last resort. All other options should be considered before allowing students to enroll in on-line courses. Be advised that University of California (UC) has established that it will not accept any online courses in the areas of laboratory science, or visual and performing arts (VPA). The UC system is in the process of establishing a policy to determine the acceptability of courses offered by online providers to meet the a-g requirements. Until that time, we need to remember that if students complete online courses through other providers, UC will use the same practice it applies to other courses taken away from Santa Monica High School. In short, when we record courses on our transcripts from other schools, we are certifying that the course is comparable to college preparatory curriculum offered here at Santa Monica High School. We must consider this practice when advising students.

I HAVE READ AND REVIEWED THE ABOVE GUIDELINES:

STUDENT SIGNATURE:	DATE:
PARENT SIGNATURE:	DATE: