



HENRY M. JACKSON HIGH SCHOOL

1508 136th Street SE
Mill Creek, WA 98012
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DAVE PETERS
Principal

SHAUN MONAGHAN
Asst. Principal, 12th

MICHELLE RENÉE
Asst. Principal, 11th

BLYTHE YOUNG
Asst. Principal, 10th

NIKI CASSARO
Asst. Principal, 9th

**Community College Class *and/or* Correspondence Course
Approval Form**

H. M. Jackson High School gives permission for the following student to take the course(s) named below. The student is responsible for all costs of the program including transportation, tuition, books, and fees. *See the Everett Public Schools District Policy regarding community college and correspondence courses on the back of this form.*

Student Name _____ Grade Level _____

JHS Student ID # _____ Date of Birth _____

Community College or Correspondence College Name

Course(s) Requested (*Course Name & Course Code*) **and** Credit(s)

This course is being taken

- to fulfill a graduation requirement.
- for personal interest.

JHS Registrar's Signature & Verification: _____ Date _____

- Yes, this program is appropriately accredited

After the course has been completed, please have an official transcript sent to the JHS Registrar. **Any senior who plans to participate in the June graduation ceremony is responsible to submit an official transcript to the JHS Registrar no later than the day prior to the ceremony.**

A copy of this letter will be placed in your cumulative file at Jackson High School.

Taking this course(s) does not indicate entry into the Running Start program. Running Start has separate requirements, applications, and deadlines.

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

JHS Counselor's Signature _____ Date _____

JHS Principal's Signature _____ Date _____

cc: JHS Registrar, Cumulative file, Student's JHS Counselor

Last updated: 10/12/16

As noted in Everett Public Schools Policy #2410P:

(<http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-65234/2410P%20High%20School%20Graduation%20Requirements.pdf>)

Community College Course Information:

3. College Coursework (WAC 392-410-310)

Students enrolled in college coursework, including community colleges, vocational technical colleges, four year colleges, universities, or approved private schools in the state of Washington, and other schools or institutions, which are approved by the district after evaluation for a particular course offering, are eligible to receive high school credit. Prior permission is required from the principal or designee for students who are enrolled in approved college programs.

Upon completion of coursework, credit will be granted pursuant to section 'Granting High School Credit,' number 7.

7. For college and university course work at the 100 level or above, five quarter hours or three semester hours shall equal 1.0 high school credit. Courses below the 100 level shall equal 0.5 high school credit. Commensurate with the additional credit earned for college and university credit, students who earn a college credit qualifying score of 3, 4, or 5 (i.e. Advanced Placement) will earn an additional .5 credit per exam. High school credit granted for college courses taken at the high school (i.e. College in the High School/University of Washington in the High School, Tech Prep) will be granted in a manner consistent with credit granted for other college or university coursework. When credit for college coursework is recorded on the transcript, half of the high school credit given will count for the core required class, and half will count for elective credit. The principal may modify this division of credit if it is essential to allow the student to graduate on time.
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Correspondence Course Information:

4. Out-of-District Correspondence Courses

Credit for correspondence courses may be granted within a two-credit limit.

For the purposes of this section, correspondence course is defined as, 'any class taken from any institution that is not a state accredited, diploma granting body.' The institution must also be a member of the National University Continuing Education Association or accredited by the Distance Education and Training Council provided the following requirements are met:

- a. **Prior permission has been granted by the principal.**
- b. The program fits the educational plan submitted by the student.
- c. Upon completion of the course, the student will submit his/her final grade to the principal so that the credit may be recorded on the student's permanent record. Transcripts of those students eligible to receive such credit will indicate the final grade reported for the course.

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