



Gateway Middle School

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Matthew Bennett, Principal

David Campbell, Assistant Principal

Out-of-District Course Approval Form

Gateway Middle 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 correspondence course on the back of this form.

Student Name _____ Grade Level _____

Student ID# _____ Date of Birth _____

Out-of-District Program Name

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

This course is being taken

- To fulfill a graduation requirement
- For personal interest

Gateway 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 Gateway Registrar. **The student/family must submit an official transcript to the Gateway Registrar prior the start of a new school year to advance in a course sequence.**

A copy of this letter will be placed in your cumulative file at Gateway Middle School.

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

Gateway Counselor's Signature _____ Date _____

Gateway Principal's Signature _____ Date _____

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.

Timeline

- 1) Student/Parent must return the signed form before enrolling in the out-of-district course. This will ensure the course will fulfill requirements for credit.
- 2) Prior to the start of a new schedule year the student/parent must submit an official transcript to the Gateway Registrar before the class is added to the student's transcript to be able to move onto the next class in the sequence.