



# Request to Earn High School Credit from Programs Outside of Fairfax County Public Schools (FCPS)

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Middle or High School \_\_\_\_\_

**Directions for Parent or Guardian:** Please complete section A or section B to request permission to earn standard credit from programs outside of FCPS. 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-FCPS program.

### SECTION A: Academic School Year (Fall - Winter - Spring)

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

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

The student requests approval to transfer credit from:

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

Course Title \_\_\_\_\_  New  Repeat

School Offering the Course \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ School Official \_\_\_\_\_ Phone Number \_\_\_\_\_

**Please attach published course description provided by the non - FCPS program.**

### SECTION B: Summer Session (July-August)

Students currently enrolled in FCPS are expected to earn standard units of credit from FCPS 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 FCPS program
- To pursue college credit
- The student requires a face-to-face alternative to an FCPS 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 virtual private school accredited by VCPE
- A college or university (additional review and approval required)
- Virtual Virginia

Course Title \_\_\_\_\_  New  Repeat

School Offering the Course \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ School Official \_\_\_\_\_ Phone Number \_\_\_\_\_

**Please attach published course description provided by the non-FCPS program.**

I understand that FCPS provides courses required for graduation and have chosen to enroll in a non-FCPS program. Permission to take a non-FCPS 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 conditions for transfer credit. File a copy of the signed form in the student's cumulative records.

Date \_\_\_\_\_  Permission Granted  Permission Denied

Director of Student Services Signature \_\_\_\_\_ Principal Signature \_\_\_\_\_