REQUEST FOR AUDIT STATUS

Student ID	Student Name: Last	First	Middle	Grade

I request to audit the course listed below:

Course Number	Section Number	Course Title

Reason for my Request to Audit this Course:

AUDIT RULES AND PROCEDURES (Grades 9-12)

1. In special circumstances students may be allowed to attend one course during the school year without receiving credit for it (audit). Students must apply to audit a course through their school counselor prior to the beginning of the course.
2. Students may audit a course one year and take it for credit the next year.
3. Students who audit a course must meet all attendance requirements and strive toward completion of standards, benchmarks, and indicators.
4. Students may not change from audit to credit during the school year (with the exception of cases covered under #5).
5. An ESOL student who is placed in a content class on an audit status may be changed to credit status at any time of year at the request of the content teacher and the ESOL department chair if the student demonstrates mastery of the course content.

I agree to meet the following requirements.

- Complete and return the Request for Audit Status to my school counselor prior to enrolling in the course.
- Meet attendance requirements for the course.
- Follow class rules and procedures
- Complete all course requirements

Signature of Student	Date	Signature of Parent or Guardian for Approval	Date

Signature of Student Counselor	Date	Signature of Director of Student Services	Date

Cc: SIA/Teacher and Local School File