



REQUEST FOR APPROVAL OF EXTERNAL COURSEWORK

Longleaf students are permitted to take coursework outside of Longleaf in the areas of **World Language and Health/Physical Education** with approved external providers only. Approval must be obtained in advance to ensure the student is prepared for this type of coursework and that Longleaf will accept the credit(s) in question. Students who pursue external coursework without prior approval will not be granted credit and the coursework will not be added to the student’s high school transcript, nor counted in accrued credits for graduation.

Reasons permission MIGHT be granted to pursue external coursework:

- Student is making room in their schedule for AP coursework
- Student is making room in their schedule for coursework to pursue an Arts Endorsement
- Student has previous credit in a World Language not currently offered at LSA
- Student has a personal connection or goal to learn a World Language not currently offered at LSA

Approved providers and url for reference only. Students SHOULD NOT register until a confirmation of approval is received from the Dean of Students AND the student is ready to begin coursework. Parents and students can check the following links to identify courses.

BYU:
<https://is.byu.edu/catalog>

Educere:
<https://sis.edtell.com/program/?pageID=22702.10334>

Student Name: _____ **Date:** _____

Current Grade Level: _____

Parent/Guardian is required to read and agree to the following requirements concerning the completion of external coursework:

- I understand that I should not enroll my student in any coursework until authorization from LSA is obtained AND my student is ready to begin the coursework.
- I understand that I am responsible for all costs associated with external coursework.
- I understand that my student is responsible for completing coursework by the deadline set upon enrolling and I, not the LSA staff, are responsible for monitoring progress.
- I understand that online coursework requires that my student is highly motivated and able to work independently.
- I grant permission for LSA Student Services to access my student’s grades and transcript for the course through the external provider portal and I understand that the grade will be added to the high school transcript.

Parent Name (Please Print) _____

Parent Signature (Please Sign) _____

Date _____

Course Name: _____

Provider Name: _____

Anticipated enrollment (Summer or Yearlong): _____

Office Use Only:

Received By LSA Staff Member:

Date:

Approved: Yes or No

Follow-up email sent:

Last Update March 2023