

Huntington Beach Union High School District

**Instructions for Completion of Application and Authorization Form
for Private Instruction Credit in Foreign Language**

Credit for instruction received in private schools or other institutions outside the public school environment may be granted as described below:

1. Only HBUHS District approved foreign language schools may be used for credit.
2. Foreign Language credit is limited to a maximum of 40 credits from private instruction.
3. Foreign language courses must be for a letter grade (A, B, C, D, or F).

TO THE PUPIL: Before filling out the application, please read the following instructions carefully.

If you decide to apply for credit, you must:

1. Fill out Part 1 of the application carefully and completely. Note that your application must include the exact title of the course for which you desire credit.
2. Have the principal of the private school or agent of the source of instruction where you will be taking the instruction complete Part 2 of the form.
3. Return the application to your high school administrator for approval (Part 3); then return the approved application to your private school.
4. Upon completion of the course instruction, the foreign language school will send the application and a copy of your final examination to your high school no later than the last day of the school year of the Huntington Beach Union High School District. If the credit for which a twelfth grade student has applied is necessary for his/her graduation during the current school year, the completed application and copy of the final examination must be received by the high school no later than the Monday of the last week of school.
5. Upon receipt of the application form and final examination, the high school registrar will record the credit and letter grade on your transcript and file the completed application form in your cumulative file.

(Rev. 10/95)

Huntington Beach Union High School District

Application and Authorization Form
For Private Instruction Credit in Foreign Language

For use in applying for credit in a language
not available at the high school.

- Edison H.S.
- Fountain Valley H.S.
- Huntington Beach H.S.
- Marina H.S.
- Ocean View H.S.
- Westminster H.S.
- Valley Vista H.S.

PLEASE FILL OUT IN INK

PART 1. APPLICATION (must be completed by the student *before* enrollment in language).

Student's Full Name:	Student ID #:	Date of Birth:	Class of:
Approved Source of Instruction:		Title of Foreign Language Course:	
<p>I plan to receive instruction in a foreign language course not taught by my current high school while concurrently enrolled in high school in the Huntington Beach Union High School District. I have read the instructions accompanying this form and hereby make application for credit equivalent to that given in the Huntington Beach Union High School District for the completion of foreign language. This course will be completed for a letter grade of A, B, C, D, or F. I understand that this course is not on the district list of college prep courses approved by the University of California.</p>			
_____ Signature of Student		_____ Date	
_____ Signature of Parent		_____ Date	

PART 2. VERIFICATION OF PRIVATE INSTRUCTION (to be completed by the principal of the HBUHSD approved private language school which the student is planning to enroll). Please include all information requested.

The above named student has contracted to receive instruction as described below while concurrently enrolled in a school in the Huntington Beach Union High School District.		
Name of approved source of instruction: <i>Hebrew Academy</i>	Telephone: <i>(714) 898-6051</i>	
Address: <i>14401 Willow Ln. Huntington Beach, CA</i>	Instructor's Name: <i>Sasha Alperowitz</i>	
Instructor's Qualifications: <i>Graduate Hebrew Teacher's Seminary, 30 yrs experience in Education & Administration</i>	<i>92647</i>	
Proposed total clock hours of instruction: PLEASE ATTACH COURSE OUTLINE. <u>5</u> hours <i>3 hrs instruction; 2 hrs practice</i>	Beginning date: <i>9/11/16</i>	Ending date: <i>6/11/17</i>
Methods of student evaluation (pre-test and post-test): <i>Interviews, oral & written tests</i>		
_____ Signature of Principal or Agent		_____ Date <i>6/22/16</i>

(over)

PART 3. APPROVAL BY HIGH SCHOOL ADMINISTRATOR

This student has been authorized to receive private instruction for school credit. Credit will be granted upon successful completion of the course as outlined in Part 2. Consultation has been held with the appropriate department leader regarding course content and evaluation procedures.

Student's name: _____

Signature of High School Administrator

Date

PART 4. AUTHORIZATION OF GRADE (to be completed by the principal of the private language school upon completion of the course).

I certify that this student has received the instruction which was described in Part 2 of this form, has satisfactorily passed an appropriate examination, and is therefore entitled to receive credit for completion of the course as indicated. A copy of the examination is attached.

Letter Grade Earned: _____ (must be A, B, C, D, or F)

Signature of Private Language School Administrator

Date

NOTE: This application, completed through Part 4, and a copy of the examination must be mailed directly to the public school which the student is attending as indicated on the reverse side of this form.

PART 5. CERTIFICATION AND RECORDING OF CREDIT (to be completed by the student's public high school registrar).

On the basis of the information received on this application and authorization form, the grade and credit have been recorded on this student's transcript.

Course Title: _____

Grade: _____

Credits: _____

Semester(s) entered: _____

Signature of High School Administrator

Date

NOTE: This application is to be kept in the student's cumulative file.

High School Addresses:

Edison High School, 21400 Magnolia, Huntington Beach, CA 92646
Fountain Valley High School, 17816 Bushard, Fountain Valley, CA 92708
Huntington Beach High School, 1905 Main St., Huntington Beach, CA 92648
Marina High School, 15871 Springdale, Huntington Beach, CA 92649
Ocean View High School, 17071 Gothard, Huntington Beach, CA 92647
Westminster High School, 14325 Golden West St., Westminster, CA 92683

Telephone:

(714) 962-1356
(714) 962-3301
(714) 536-2514
(714) 893-6571
(714) 848-0656
(714) 893-1381