# External Coursework Approval Request

**Team Office:** __________

**Counselor Name:** ________________________________

**Student:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Grade</th>
<th>Request Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name of Institution Providing Course:** ________________________________

**Is this program accredited?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**If yes, by whom?** ________________________________

**Course Name:** ________________________________

**Course Level:** ______

**Credits:** ______

**Course Description (can be attached):**

___________________________________________

___________________________________________

____________________________________________

____________________________________________

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I am requesting this course for the following purpose: (Check all that apply)

- [ ] To meet a **Graduation Requirement**
- [ ] To obtain **Credits**
- [ ] To **Transfer Credit** from another School
- [ ] For **Advancement** (120 hours)
- [ ] Other (Explain): ________________________________

*By signing below you acknowledge that this course is eligible for credits only and will NOT be calculated in the MHS GPA:*

**Student Signature:** ________________________________

**Date:** __________

**Parent Signature:** ________________________________

**Date:** __________

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**OFFICE USE ONLY**

**Decision:**

- [ ] Approved
- [ ] Denied

**Principal Signature:** ________________________________

**Date:** __________

**Reviewed by:**

- [ ] Guidance Director
- [ ] Assistant Principal
- [ ] Director of Curriculum

**Course Name to be entered in system:** ________________________________

**Transcript Received:**

- [ ] Grade Earned: ______

**Credits Approved:** ______

**Level:** ______

**Date Entered in system:** __________

**Initials:** ______

**Comments:** ________________________________

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