



Half Moon Bay High School • Cabrillo Unified School District
1 Lewis Foster Drive, Half Moon Bay, CA 94019 • 650 712-7200 • <http://hmbhs.schoolloop.com/>

HMBHS External Course Request

STEP 1: Please clearly print your student information:

Student Name: _____ Grade Level: _____ Date: _____

STEP 2: Please describe the course you wish to take and where you plan to enroll. If approved, you will have 1 term (Fall, Spring, or Summer) to complete the course.

Course Title: _____ School/Institution: _____

Dates to be Enrolled: _____ Semester enrolled: Fall / Spring / Summer 20____

WASC (Western Association of Schools & Colleges) Accredited? YES / NO

**For credit to be placed on transcript, school must be WASC Accredited. Please visit www.acswasc.org/ for more information

Course Description (please feel free to attach documents):

STEP 3: Please check the reason you wish to take a class outside of HMBHS

Course Advancement

(Advancement Policy: Students may enrich their HMBHS experience and earn additional credits through concurrent enrollment at community colleges and/or four-year universities. A petition for concurrent enrollment **must** be completed prior to enrolling at a college or university and filed with your Counselor. Students will not receive high school credit if they have not been pre-approved for concurrent enrollment. Students must arrange to have their transcripts from other schools sent to the registrar at HMBHS.)

Credit Recovery

(If students choose to recover credits or take courses externally via a community college course, official transcripts must be received prior to the first day of the semester. Without the official documentation, schedule changes for advancement cannot be made. Students will not receive high school credit if they have not been pre-approved for credit recovery enrollment.)

STEP 4: Turn in completed form to your counselor. You will be notified with the decision of this request.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Office Use Only:

Notes:

- Approved
- Denied
- More Info Needed

Admin Signature: _____ Dept Chair Signature: _____

Students will NOT receive high school credit if not pre-approved for concurrent enrollment