

**THIS SIGNED FORM IS DUE NO LATER THAN THE FIRST WEEK OF THE SEMESTER.**

# **PVPA Off-Site Course Contract**

**This form is for courses taken through accredited high school or college institutions. Final course grades appear on students' PVPA transcripts as they are reported by the Off-Site Institution, and are not included in GPA calculations.**

**Step 1:** For a course in ELA, History/Social Studies, Mathematics, Science, or World Language:  
See the Academic Programs Director for initial approval.

For a course in Dance, Music, Theater, or Visual Arts/Technical Theater:  
See the Arts Programs Director for initial approval.

**Step 2:** Complete the information below:

**Semester:**  fall 2016      **Credit Area:**  ELA       Hist/SS       Math       Science       WL  
 spring 2017       Dance       Music       Theater       VA/Tech

**CREDITS EXPECTED UPON COMPLETION:**  5 (equivalent to a standard, one-semester course)  
 10 (equivalent to a standard, full-year course)  
 (Other) \_\_\_\_\_ (1 credit = 16 hours minimum)

**Student:** \_\_\_\_\_  
Name Telephone e-mail

**Course Title:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_  
(if under 18) Name Telephone e-mail

**Off-Site Provider:** \_\_\_\_\_  
Institution Contact Name e-mail

**Step 3:** Attach a course description and/or syllabus from the provider institution:

**Step 4:** Obtain these required signatures:

\_\_\_\_\_  
Student Date Guidance Counselor Date

\_\_\_\_\_  
Parent/Guardian (if student is under 18) Date Academic OR Arts Programs Director Date

**For office use only:**

- Copy emailed to student/parent/guardian: (initial) \_\_\_\_\_ Date \_\_\_\_\_
- Final grade/credit confirmed in PowerSchool: \_\_\_\_\_ Date \_\_\_\_\_  
Administrator Signature Grade