



ORANGE UNIFIED SCHOOL DISTRICT

Internal Process for Remediation/Credit Recovery Outside of OUSD

(Coursework not conducted by Orange Unified School District)

Secondary school students who wish to attend a private or public school other than any OUSD high school program to recover credit from a failed class must first secure petition approval by the Assistant Principal and Counselor before taking the course and transferring credits to their OUSD transcript. **Only credits from an accredited school (recognized by the U.S. Department of Education such as WASC or ASC) will be accepted.** As specified in the OUSD High School Graduation Requirements, a maximum of 20 credits may be transferred from outside OUSD. The student must provide an official transcript to the high school registrar when the course is completed. Courses taken for grade improvement will be averaged with their failed grade.

Procedures:

- Student must get an approved **Petition for Class Remediation/Credit Recovery, Outside of OUSD** form from their counselor.
- The petition must be approved by the Assistant Principal and Counselor prior to enrollment.
- Once approved, student may enroll and complete coursework.
- Upon completion, student will provide the Registrar with an official transcript of the course/s taken.
- Registrar will give the transcript to the Remediation/Credit Recovery teacher who will complete the paperwork for the transferable grade (the average of the failed grade with the grade from the remediated course) and submit to the registrar for final transcript update, notify the counselor and mail copy to student/parents.



ORANGE UNIFIED SCHOOL DISTRICT
PETITION FOR CLASS REMEDIATION/CREDIT RECOVERY
(OUTSIDE OF OUSD)

Secondary school students who wish to attend a private or public school other than any OUSD high school program to recover credit from a failed class must first have this petition approved by the Assistant Principal and Counselor before taking the course and transferring credits to their OUSD transcript. **Only credits from an accredited school (recognized by the U.S. Department of Education such as WASC or ASC) will be accepted.** As specified in the OUSD High School Graduation Requirements, a maximum of 20 credits may be transferred from outside OUSD. The student must provide an official transcript to the high school registrar when the course is completed. Courses taken for grade improvement will be averaged with their failed grade.

Date: _____		
Name: _____		
Last Name	First Name	Middle Initial
Student ID: _____		Graduation Year: _____
Phone: _____		
Home Number	Parent Cell Number	
I hereby petition to take the following courses at: _____		
School Name		
School is Accredited by: _____		
Proposed Course: _____	Semester: _____	Credits: _____
Proposed Course: _____	Semester: _____	Credits: _____
We have read and understand the conditions under which this petition shall be approved.		
_____		_____
Student Signature	Parent Signature	
Approved by Counselor: _____		Date: _____
Approved by Assistant Principal: _____		Date: _____



ORANGE UNIFIED SCHOOL DISTRICT

OFFICE OF SECONDARY EDUCATION

PETITION FOR CLASS ORIGINAL CREDIT

(OUTSIDE OF OUSD)

Secondary school students who wish to attend a private or public school other than any OUSD high school program to obtain credit for a course must first have this petition approved by the Assistant Principal and Counselor before taking the course and transferring credits to their OUSD transcript. All courses taken outside of OUSD will be reviewed. **Only credits from an accredited school (recognized by the U.S. Department of Education such as WASC or ASC) will be accepted.** As specified in the OUSD High School Graduation Requirements, a maximum of 20 credits may be transferred from outside OUSD. The student must provide an official transcript to the high school registrar when the course is completed.

Date: _____

Name: _____

Last Name

First Name

Middle Initial

Student ID: _____ Graduation Year: _____

Phone: _____

Home Number Parent Cell Number

I hereby petition to take the following courses at: _____

School Name

School is Accredited by: _____

Proposed Course: _____ Semester: _____ Credits: _____

Proposed Course: _____ Semester: _____ Credits: _____

We have read and understand the conditions under which this petition shall be approved.

Student Signature

Parent Signature

Approved by Counselor: _____ Date: _____

Approved by Assistant Principal: _____ Date: _____