To the student: If you wish to take a course through an institution other than Sacred Heart Prep (e.g., another high school, a college or university, a distance-learning program, etc.) for one of the reasons listed below, you must submit a completed form to the Registrar before taking the course.

- For advancement within a department (e.g., a student wishes to take Geometry in summer school after taking Algebra 1 as a freshman, in order to be able to advance to Calculus as a senior)
- For remedial purposes, such as when a student has earned a grade that is not considered a passing grade in a required SHP course
- For medical or other reasons that would prevent you from being able to take a required course at Sacred Heart Prep

It is strongly recommended that you complete this application and return it to the SHP Registrar before incurring the registration expense for a course at another institution.

Transcripts for courses taken for one of the reasons listed above will be attached to the SHP transcript.

There is no need to fill out this form if you wish to take a course at another institution for enrichment purposes only. Upon request, the Office of Counseling and Advising will include copies of transcripts for enrichment courses from other institutions with the student’s college applications.

Name: __________________________________ Current Grade Level: _______ Date: ____________

Course: _________________________________ Institution: _____________________________

Reason for taking this course (check one) Dates of the course: __________________________

- Advancement
- Remedial
- Medical or Other

Please attach any items that might be helpful to the approval process (course description, syllabus, registration form, etc.)

Department Requirements (to be specified by the Department Head):

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Step 1: Obtain signatures from your School Counselor and the appropriate Department Head.

School Counselor: ___________________________ Dept Head: ____________________________

Step 2: After completing step 1, obtain a signature from your parent/guardian and sign the form yourself.

Parent/Guardian: ___________________________ Student: ____________________________

Step 3: Return the completed form to the SHP Registrar for final approval from Assistant Principal Academic Life

Assistant Principal Academic Life: ____________________________________________

(rev 5/4/18)