

*University Preparatory Academy Charter School*

**Community College / College / Private School  
Course Enrollment Request Procedure**

1. Student acquires **Community College/College/Private School (CCCPS) Enrollment Permissions** form from the main office and attaches Community College enrollment document completely filled out, including name of institution, course, course number, course description, and parent and student date and signatures.
2. If the course is going to be counted for core class credit (English, math, social studies, science, or world language) the student provides all documentation outlined in #1 to the designated instructor of the corresponding UPA course, or to the department lead if the course is not currently offered at UPA.
3. Teacher returns documentation to student having filled out the CCCPS form, having endorsed or withheld endorsement. If withholding endorsement, the teacher must provide a statement of reason.
4. Student provides all documentation to the appropriate grade level counselor.
5. Counselor reviews enrollment documents to ensure course is approved by University of California.
6. **If course enrollment IS endorsed by instructor or department**, counselor presents all documentation to Director of Student Support Services for approval, who will seek the additional approval of the Director of Instructional Services. Student may proceed with course enrollment and documentation is placed in cumulative file.
7. **If course enrollment is NOT endorsed by instructor or department**, the counselor presents this information to the parent. Parent may choose to discontinue enrollment. If parent decides to pursue enrollment, counselor provides all enrollment documentation and parent correspondence to the Director of Student Services for further consideration. In consultation with the Director of Instructional Services, a decision will be rendered based on all parties' input and student will proceed with enrollment or the school signature will be withheld from the enrollment document. Parent notified of decision. Documentation placed in students' cumulative folder.
8. If parent decides to appeal the decision to withhold an authorizing signature, the counselor will provide all documentation, including parent correspondence, to the Executive Director who will decide the appeal.

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**Community College / College / Private School (CCPS) Course Enrollment Request**

**STEP ONE: Fill Out Request Information**

UPA Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Community College/College/Private School Name: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course ID #: \_\_\_\_\_

Dates of Proposed Attendance: \_\_\_\_\_ (From) \_\_\_\_\_ (To)

**STEP TWO: Attachments and Parent / Student Signature**

- Attach the Following:
1. Official Course Description
  2. Institution's Enrollment Document (Form R40)

Parent Signature/Date: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature/Date: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP THREE: Teacher Endorsement**

If this is a request to take a core class for credit in English, Math, Social Studies, Science, or Language, the student requesting to take the course must have the endorsement of the UPA teacher who teaches the same class or is in the department to which this course belongs. Provide this form and all attachments (above) to the teacher, return to that teacher to receive back their completed endorsement. If this course is not a core class, skip to Step Four below.

UPA Teacher Endorsement:            YES                            NO                            CONDITIONALLY

For NO and CONDITIONALLY, please provide a written reason:

Teacher Signature/Date: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP FOUR: Grade Level Counselor**

Provide this document and all attachments to your grade level counselor. Your grade level counselor will review the request and communicate a decision in writing to student and parent.