

**AUTHORIZATION AND APPLICATION PROCEDURES FOR CREDIT IN OTHER COURSEWORK
TAKEN AT A NON-AFFILIATED INSTITUTION/ORGANIZATION**

Steps		Completed By
<input type="checkbox"/>	Step 1: School site submits Request for Approval Checklist: Attending a Non-Affiliated Institution/Organization, Attachment B, to the Region Counseling Coordinator, who will verify if the course is not offered within LAUSD. If the institution/organization is pre-approved by a Region or a Districtwide MOU with a non-affiliated institution/organization, the Counseling Coordinator will return the form indicating whether the request is approved or not. NOTE: If approved, move on to step 2	LAUSD School Counselor or School Site Administrator Region Counseling Coordinator
<input type="checkbox"/>	Step 2: Student will complete Attachment C Verification of Other Coursework/Instruction.	LAUSD Student
<input type="checkbox"/>	Step 3: Student submits completed Application, Attachment C Verification of Other Coursework/Instruction to their school counselor/school administrator.	Principal or Head Administrator of the non-affiliated institution/organization LAUSD Student
<input type="checkbox"/>	Step 4: School site reviews and completes Application, Attachment C, School Site Verification. A copy is provided to the student, and the original copy is kept in the student's cumulative file.	LAUSD School Counselor or School Site Administrator
<input type="checkbox"/>	Step 5: Upon completion of the course, the Verification of Achievement Grade, Attachment D, is completed and provided directly to the student's LAUSD school. This form is kept in the student's cumulative file.	Principal or Head Administrator of the non-affiliated institution/organization