



# Petaluma City Schools Concurrent Enrollment Course Request



**Student Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_ **Student Grade:** \_\_\_\_\_

**Home High School:** \_\_\_\_\_ **Concurrent High School:** \_\_\_\_\_

**Course(s) Requested:** \_\_\_\_\_

**Considerations:** \_\_\_\_\_

(e.g. preference for morning/afternoon course(s) due to transportation / sports / extracurricular activities, etc.)

### Instructions

Students interested in requesting to enroll in a course(s) at a concurrent high school will need to do the following:

- Initiate the Concurrent Enrollment process by talking with your counselor or the registrar at your HOME school and complete this form.
- Take this completed and signed Concurrent Enrollment Course Request form to a counselor or the registrar at the CONCURRENT school for consideration.

**Note:** Course placement will be dependent on the following factors: total number of student course requests, total number of course sections, space availability in the course, and other master scheduling considerations. Transportation to CONCURRENT school is not provided.

The submission of this request form does not guarantee placement in the requested concurrent course(s).

Students can check the status of their requests by contacting their HOME school counselor or registrar.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name:** *(Please Print)* \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Office Use Only

Course Requested \_\_\_\_\_  Approved  Denied Reason: \_\_\_\_\_

Course Requested \_\_\_\_\_  Approved  Denied Reason: \_\_\_\_\_

Course Requested \_\_\_\_\_  Approved  Denied Reason: \_\_\_\_\_

**Concurrent School Admin Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Home School Admin Designee Signature (Alt Ed Only):** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Instructions for Office Staff:

- Concurrent school to keep original copy of request and supply copies to:
  - Registrar/Secretary at the student's home school
  - Registrar/Secretary and teacher(s) at the student's concurrent school
  - District Accountant, Business Services



**El Distrito de Las Escuelas de La Ciudad de Petaluma  
Solicitud de curso de inscripción concurrente**



**Nombre del estudiante:** \_\_\_\_\_

**Número de identificación:** \_\_\_\_\_ **Grado:** \_\_\_\_\_

**Preparatoria Local:** \_\_\_\_\_ **Preparatoria Concurrente:** \_\_\_\_\_

**Curso(s) Solicitado(s):** \_\_\_\_\_

**Consideraciones:**

(por ejemplo, preferencia para los cursos de mañana / tarde debido a transporte / deportes / actividades extracurriculares, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Instrucciones**

Estudiantes interesados en solicitar inscribirse en un(os) curso(s) en una escuela secundaria concurrente deberán hacer lo siguiente:

- Inicie el proceso de inscripción concurrente hablando con su consejero o el registrador en su preparatoria LOCAL y complete este formulario.
- Lleve este formulario de solicitud de curso de inscripción concurrente completado y firmado a un consejero o al registrador de la preparatoria CONCURRENTE para su consideración.

**Nota:** La ubicación del curso dependerá de los siguientes factores: el número total de solicitudes de cursos de estudiantes, el número total de secciones del curso, la disponibilidad de espacio en el curso y otras consideraciones de matriculación. No se proporciona transporte a la escuela CONCURRENTE.

El envío de este formulario de solicitud no garantiza la colocación en los cursos concurrentes solicitados.

Los estudiantes pueden verificar el estado de sus solicitudes contactando a su consejero o registrador de su preparatoria LOCAL.

**Firma del estudiante:** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

**Nombre de padre/guardián:** *(En forma escrita)* \_\_\_\_\_

**Firma del padre/guardián:** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

**Para el uso de la oficina**

**Course Requested** \_\_\_\_\_  **Approved**  **Denied** **Reason:** \_\_\_\_\_

**Course Requested** \_\_\_\_\_  **Approved**  **Denied** **Reason:** \_\_\_\_\_

**Course Requested** \_\_\_\_\_  **Approved**  **Denied** **Reason:** \_\_\_\_\_

**Concurrent School Admin Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Home School Admin Designee Signature (Alt Ed Only):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructions for Office Staff:**

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  - District Accountant, Business Services