



FREMONT UNION HIGH SCHOOL DISTRICT

Cupertino, Fremont, Homestead, Lynbrook, Monta Vista High Schools and Adult/Community Education

Polly M. Bove, *Superintendent of Schools*

August 3, 2009

California Tamil Academy
1340 S. De Anza Blvd. #103
San Jose, CA 95129

Dear Principal:

This letter is to confirm that **California Tamil Academy** is an approved outside language school for the Fremont Union High School District for the 2009-10 school year.

High school age students, grades 9 – 12, who successfully complete a year-long course with your school will be eligible to receive ten (10) credits in the elective area to apply towards meeting the overall number of units needed for high school graduation.

In order to ensure that your students receive credit on their high school transcript, please direct them to follow the procedures outlined in the accompanying document.

A few highlights/reminders about our process:

- Students **MUST** obtain prior approval from an Assistant Principal at their high school in order to have outside modern language credits placed on their FUHSD transcript.
- Students who successfully complete a year-long course with your school may receive ten (10) credits in the elective area to apply towards meeting the overall number of units needed for high school graduation.
- Please note that elective units earned at your school may not be used to meet the ten unit graduation requirement in the “Modern Language, Applied Arts, or Fine Arts” area.
- Students may only take 70 credits per year; this includes summer school and courses taken outside of the school day. Students may only transfer 40 credits from outside institutions to their high school transcript.

Best wishes for a successful school year. We look forward to working with you!

Thank you,

Alison Coy
Coordinator of Educational Options

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589 West Fremont Avenue
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(408) 522-2200
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Procedure:

Earning Credit on the FUHSD Transcript from Community Language Schools

Students may receive elective credit on their FUHSD transcripts for coursework completed at community language schools on the FUHSD Approved Modern Language Schools list, provided it does not exceed the 70 credit per year maximum. The Approved Modern Language Schools list is maintained by the District Office.

In order for outside modern language coursework to be put on a student's FUHSD transcript, the following procedure must be followed:

1. Prior to beginning coursework, the student makes an appointment with their high school assistant principal to request permission to receive FUHSD credit for their outside modern language course.
2. If permission is granted, the approving assistant principal, the student, and a parent/guardian sign the "Request for Credit from Outside Educational Institutions" form. The school and the family each keep a copy of this form.
3. The student completes the course.
4. The Modern Language School provides the student with an official transcript and any required test results in a sealed envelope. (Please make sure that the official transcript has an official seal or is signed by the principal of the school so that we can verify it is authentic.)
5. The student gives the transcript in its sealed envelope to the registrar, who records the course and elective credits on the FUHSD transcript.

***** Reminder: Students may only take 70 credits per year; this includes summer school and courses taken outside of the school day. Students may only transfer 40 credits from outside institutions to their high school transcript.***

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