

**INSTRUCTIONS FOR COMPLETION OF APPLICATION AND AUTHORIZATION FORM FOR PRIVATE INSTRUCTION CREDIT**

Credit for private instruction granted on the basis of the procedures described herein may be used for earning credit only when the principal has approved a program of instruction that was carefully planned by the pupil and the private school or source of instruction prior to enrollment in the program. Credit may be allowed according to the provisions of Regulation 5331.

**TO THE PUPIL:** Before filling out the application, please read the following instructions carefully.

If you decide to apply for credit, you must:

1. Fill out Part I of the application carefully and completely. Note that your application must include the exact title of the course for which you desire credit. "Field or subject area" refers to mathematics, science, English, music, art, etc.
2. Have the principal of the private school or agent of the source of instruction where you will be taking the instruction complete Part II of the form.
3. Return the application to your school principal for his approval (Part III). The principal will return the application to you, and you are to retain it until the instruction has been completed.
4. Upon completion of the instruction, including all evaluations, have the principal of the private school or the agent of the source of instruction sign and date Part IV of the application. A copy of your final examination must be attached to the application. The application and the examination are to be mailed to your school principal by the private school or source of instruction.
5. Upon receipt of the application form and final examination, the principal will direct the school registrar to record the credit on your transcript and file the completed application form in your cumulative file.