April 16, 2013

Dear Parents,

We are aware that many parents are looking for programs for their child to attend during the summer. While searching for a program this summer there are a few things to keep in mind. All programs are not the same and there may be programs that exist that Long Beach Unified School District is unable to grant credit for.

**Things to Keep in Mind**

**Public and Private High Schools:**
1. Are they accredited by the WASC organization or one of the sister regional accrediting agencies?
2. Does the school have an UC “a-g” approved course list? If they do not, Cal State universities and UC universities will not accept the courses to fulfill college entrance requirements.
3. All courses that are taken at a private school require that a course outline and syllabus be provided to LBUSD for each course taken. This is to determine that the scope of the course is comparable to LBUSD courses in order to earn credit toward a diploma.
4. All direct instruction programs (teacher led) that are requesting credit must be scheduled to meet for a minimum of 60 hours in order to earn 5 credits.
5. All independent study programs (programs with weekly teacher meetings and multiple assessments) must have students attending for a minimum of six weeks.
6. Only programs that are either direct instruction or independent study will be approved. No stand alone online courses will be approved for graduation credit.
7. A student may not attend a program until after the regular school year has ended, which is June 12, 2013.

**Community Colleges:**
1. Students are able to take courses at community colleges, however it can be challenging to actually get a seat in a course during the summer due to the limited number of sections available.
2. Community Colleges all have deadlines for enrolling in concurrent courses, so please contact the college that you hope to have your child attend to determine their deadlines.
3. The colleges are likely to require that students take a placement exam to determine if they qualify for the course they are trying to enroll in. Contact the college to find out their placement criteria.
4. Most community college courses will receive elective high school credit for enrichment or vocational courses. However, if courses are taken at Long Beach City College, they may be able to receive core graduation credit.
5. Concurrent enrollment forms are available at your high school and must be signed by the high school Principal. Once completed the forms need to be submitted to the college that you plan to enroll in. In addition to the college concurrent enrollment forms, a “Request for Dual Credit” form must also be submitted to the school site for approval.

Once you find a program that you plan to have your child attend, complete the appropriate corresponding form (available at [www.lbschools.net/summer](http://www.lbschools.net/summer)) and submit the form to your school site for required signatures. The form will then be sent to the district office for approval. Please note that all courses need to be pre-approved by the district Curriculum office in order to be considered for LBUSD credit. You will be notified of the status of your request via email. If you have any additional questions, please contact your school counselor.