



METUCHEN PUBLIC SCHOOLS

Guidance & School Counseling Department
400 Grove Avenue, Metuchen, NJ 08840

Metuchen High School
(732) 321-8750 - Fax (732) 767-9315

REQUEST TO ADVANCE IN COURSE PLACEMENT

Instructions: Any student wishing to take a course at an institution other than Metuchen High School, for the purpose of advancing their course placement, must first have this request approved by the appropriate academic department supervisor. *Please note that all English and History courses, as well as Algebra 1, Geometry and Biology, must be taken within the Metuchen School District.*

The student must:

1. Submit this form to the school counselor, which must include a rationale for the request and a 4-year course of study plan for MHS.
2. Complete and pass a “pre-approved” course from an accredited institution. (Must be a full-course w/ min. 120 hours or 3-college credits)
3. Submit to the School Counseling Office an *official transcript* from the institution where the course was taken.
4. Take and pass the MHS final exam for the approved course in August, before the start of the school year.

Student’s Name: _____ **Grade Level:** _____

Course Title: _____ **Course Code:** _____

Name of School: _____ *(Attach full course description)*

MHS Course Equivalent: _____ **Subject Area:** _____

Rationale for request: _____

Course of Study Plan

	Grade 9	Grade 10	Grade 11	Grade 12
Course(s) the student plans to take at MHS each year				

Current Course in Subject Area: _____ **Grade-to-date:** _____

We (student/parent) understand that no credit will be awarded on the Metuchen High School transcript, for the course completed.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

For Office Use Only: Approved Not Approved **Counselor:** _____

Supervisor’s Signature: _____ **Date:** _____