

**Pine Tree High School
CORRESPONDENCE COURSE
Request/Notice of Intent to take a Correspondence Course**

Date: _____

Name: _____

ID # _____

Address: _____

Phone # _____

Email _____

Students with Junior or Senior Classification

Please be advised of my intent to take a correspondence course through Texas Tech Distance Learning. I understand that a student may take a total of two correspondence courses throughout high school. Also, Pine Tree High School counselors or principal designee must proctor the final exam.

Students with Freshmen or Sophomore Classification

Underclassmen are not eligible to take correspondence courses without the approval of the counselor or principal designee. The student's four-year graduation plan will be reviewed prior to granting permission to take a correspondence course. Underclassmen will be held to the same policy and procedural standards.

Student's current grade: _____

Student Signature

Date

Parent Signature

Date