



**Heights High School**  
**International Baccalaureate World School**  
**Wendy Hampton - Principal**  
413 E 13th Street | Houston, Texas 77008  
713-865-4400 | Fax: 713-802-4749  
<https://www.houstonisd.org/heightshsh>

## Heights High School Off-Campus Course Pre-Approval

### According to Houston ISD School Guidelines (IX-4):

Students taking “off-site” courses such as summer school, night school, correspondence, etc., should have **PRIOR APPROVAL from the home school administrator or counselor if credit is to be accepted**. This is to ensure that the student has not previously taken and been awarded credit for the course. Students should not be approved for night school or correspondence courses in which they are enrolled during the regular school term. This provision applies to Credit by Exam courses taken through the University of Texas at Austin or Texas Tech University but is not applicable to Credit by Exam courses taken through the HISD Student Assessment Department. This “off-site” provision also applies to dual credit courses taken through an approved college program and to charter schools that offer after-school or night school programs for students other than those officially enrolled in the state-approved charter school.

If a student does take “off-site” courses with prior approval and credit is accepted, all courses and grades must be recorded on the transcript and the grades used in determining the student’s GPA and class rank.

There is no limit on the number of courses that may be taken by correspondence which are accepted as a part of high school graduation requirements for accredited schools in Texas, with *the exception of physical education courses* as described below. **The courses must be taken from one of the two centers that offer secondary level correspondence courses that have been approved by the Texas Education Agency (TEA).**

The sources of acceptable correspondence courses are

**(1) Texas Tech University**

P. O. Box 42191 | Lubbock, Texas 79409-2191  
1-800-692-6877 | Fax: 1-806-742-7288 | <http://www.depts.ttu.edu/k12/>

**(2) The University of Texas High School Diploma Program**

P. O. Box 7700 | Austin, Texas 78713-7700  
1-888-232-4723 | <https://highschool.utexas.edu/>

The following guidelines apply:

- **Approval.** The school district, not the university, grants any credit a student earns by correspondence. Therefore, students must receive approval from their counselor or principal before enrolling in a correspondence course.
- **No PE credit will be accepted from any course taken by correspondence or distance learning.**

### HISD Online Learning Options

HISD offers a variety of avenues for students to earn original course credit, recover course credit, and participate in advanced courses such as Advanced Placement and Dual credit. These avenues include the HISD Graduation Labs, the HISD Virtual School Department, and the Texas Virtual School Network (TxVSN).

- The **HISD Virtual School Department** is available as a tuition-based program for students in HISD and outside of HISD. Students may participate in highly interactive web-based courses that include regular, foreign language, and AP (Advanced Placement) high school curriculum. In addition, the HISD Virtual School Department provides students an opportunity to repeat (credit recovery) or gain original credits that apply towards high school graduation. For detailed information, visit the program website at [www.houstonisd.org/virtual-learning](http://www.houstonisd.org/virtual-learning).
- The **Texas Virtual School Network (TxVSN)** is a clearinghouse of distance courses offered by approved providers of the TEA. The TxVSN is a tuition-based program that offers online high school Core, Elective, Foreign language, AP, Dual Credit, and Drivers Education courses to students that meet the eligibility requirements. For more detailed information related to TxVSN, visit [www.txvsn.org](http://www.txvsn.org).

### Houston Community College – Adult High School.

Classes are taught by certified teachers. Small student teacher ratio. Tuition: \$ 175.00 per Credit Recovery class, \$275.00 per original credit class. Math or Spanish “A” and “B” classes cannot be taken in the same semester.

Phone: 713-718-7611 | Fax: 713-718-7708 | Email: [ahs@hccs.edu](mailto:ahs@hccs.edu)

**STUDENT AND GRADE LEVEL ADMINISTRATOR/COUNSELOR SHOULD COMPLETE PRE-APPROVAL ON BACK SIDE AND SEND A COPY TO THE CAMPUS REGISTRAR BEFORE REGISTERING FOR ANY COURSES.**

**THIS IS FORM IS JUST FOR PRE-APPROVAL AND WILL NOT ENROLL YOU IN ANY PROGRAMS.**



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### Heights High School Off-Campus Course Pre-Approval

Student Name	Student ID Number	Student's Cell Phone
Mailing Address ( <b>please include zip code</b> )	Student's Preferred Email	Current Classification ( <b>Circle One</b> ) <div style="display: flex; justify-content: space-around; align-items: center;"> <span>9<sup>th</sup></span> <span>10<sup>th</sup></span> <span>11<sup>th</sup></span> <span>12<sup>th</sup></span> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div>
Parent/Guardian Name	Parent/Guardian Phone	Parent/Guardian Preferred Email

Today we discussed the following programs for this student:

- Texas Tech University
- University of Texas High School
- Houston ISD Virtual School
- Texas Virtual School Network (TxVSN)
- Houston Community College (A separate form must also be completed and submitted to HCC AHS)

Based on this student/parent conference, and a review of the student's graduation requirements progress, I am **Pre-Approving** the following courses for this student:

Course Title	A or B	CR or OC	Course Title	A or B	CR or OC

Approving School Official Name	Approving School Official Title ( <b>Circle One</b> ) <input type="radio"/> Administrator <input type="radio"/> Counselor	
Phone Number	Email Address	
School Official's Signature		Date

- Send a copy of the completed form to the Registrar office ([mhawthor@houstonisd.org](mailto:mhawthor@houstonisd.org)) to be filed until student's grade report arrives. Without pre-approval form, student's credits cannot be added to HISD records.
- Provide a copy to the student/parent if requested.