



My Online Academy

## Letter to Academic Counselors

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My Online Academy is a provider of online educational courses and products. Courses for credit are UC a-g approved from WASC-accredited schools. This form may be submitted by mail or email.

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Dear Academic Counselors and Advisors,

We are excited to work with your campus community, students, and families.

Our partner schools are accredited by the Western Association of Schools and Colleges (WASC). Our partner schools issue the transcript grade for all of our UC "a-g" and College Board approved AP courses.

Attached to this letter is the agreement we require from all students before they enroll in online courses. This agreement helps to ensure that your campus, as the student's home school, accepts the credits earned from the school selected by the student and agrees to update the student's transcript upon successful completion of the online course.

The agreement should be completed by an administrator or guidance counselor at the student's home school and then returned to My Online Academy. We will obtain the required signature from our Partner School and submit copies of the signed agreement to all of the following:

- 1) Student
- 2) Home School/Campus
- 3) Partner School

My Online Academy will keep the original signed agreement.

Do not hesitate to call or email us with any questions or concerns. We can be reached by calling (888) 865-8123 or emailing us at [info@myonlineacademy.com](mailto:info@myonlineacademy.com).

Sincerely,

The Administrative Team



My Online Academy

# CONCURRENT ENROLLMENT AUTHORIZATION REQUEST

My Online Academy is a provider of online education courses that are UC a-g approved from WASC-accredited schools. This agreement between the HOME SCHOOL, PARTNER SCHOOL, and MY ONLINE ACADEMY is to ensure credits are accepted by the HOME SCHOOL. This form must be completed before enrolling in any courses provided by My Online Academy for any students not enrolled in one of our partner schools.

**School Issuing Credit- Transcript will show course credit received from selected school.**

**Name of School:**

## Parent, Guardian, School Representative

Please complete the student information, bring to your school representative (sign and date) and return to My Online Academy.

\_\_\_\_\_, a student of \_\_\_\_\_ school, is

requesting concurrent enrollment in My Online Academy for the academic year 20\_\_ to 20\_\_.

As a concurrent enrollee, the above student will take the following course(s) through My Online Academy:

**COURSE #1:** \_\_\_\_\_

SEMESTER (S)  1st  2nd  BOTH

**COURSE #2:** \_\_\_\_\_

SEMESTER (S)  1st  2nd  BOTH

The **HOME SCHOOL** will confirm that students have met prerequisites and will update transcripts to reflect courses completed through **MY ONLINE ACADEMY**. To facilitate record keeping upon completion of the course(s), the Registrar of My Online Academy will forward the recommended transcript grade for all courses completed through our program.

\_\_\_\_\_  
Full-Time School Representative Date

\_\_\_\_\_  
My Online Academy Representative Date

\_\_\_\_\_  
Partner School Representative Date

**NOT SEEKING CONCURRENT ENROLLMENT:** Students may decide to enroll in courses without approval of their full-time high school only with parent permission. However, this may result in students receiving a transcript for work completed that may not be accepted as transfer credit to their full-time school. It is the responsibility of the students and parents to understand how this might affect their admission to other schools, including colleges and universities.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature