

FAQ for Counselors

Approval to Take Classes (Virtual or Regular) Beyond the Usual 7 Period Day and/or Outside of APS

How does a student gain permission to take a course beyond the regular 7 period day during the regular school year (September through June)?

The student's counselor must submit a request using the Google form link provided on the website. When submitted, the request will go to the Director of Secondary Education in the Department of Instruction for review.

What if a student wants to take a course outside of APS and not carry a full 7 period load?

Counselors should complete the Google form and explain what the student wants to do and why. When submitted, the request will go to the Director of Secondary Education in the Department of Instruction for review.

How will I know if the course is approved?

The counselor who submitted the request will receive a letter via email with a decision within 48 hours.

What if I don't get a response?

Contact the office of the Director of Secondary Education, at Liseth.Mosquera@apsva.us or by phone at x7224.

What reasons are typically accepted to allow a student to take a course in addition to the regular school day?

- A senior needs an additional course in order to meet graduation requirements
- A senior has a conflict with other courses required for graduation
- A student needs a course that is not available at the student's home school (e.g. math or language beyond what APS offers)

What if I have a student with a different reason?

We are happy to review all requests. Please complete the Google form and provide an explanation.

Does the student's family have to pay for a virtual course or course provided outside of APS?

It depends on the circumstances. If it is a virtual course that is listed in the current year's APS Virtual Course Offerings List (Appendix D of the High School POS), APS will pick up the cost. If the virtual course does not appear on that list, the Assistant Superintendent of Instruction will review the request and make a determination. Counselors and families will be notified with the letter of approval if the family is responsible for payment.

Beyond the virtual courses appearing in Appendix D of the High School POS, when would APS likely pick up the cost of an additional course (virtual or not)?

If a senior is in need of a credit to graduate because they are either behind in credit or need a particular course, APS will likely agree to pay for the course. However, each case will be reviewed individually and a decision will be made on a case-by-case basis.

Does a student need to get permission to take a course in the summer?

Yes. If the student wants a course to be included on his/her high school transcript, advance permission is required. Counselors should complete the Google form.

How will the course get added to the student's transcript?

For courses taken outside of APS or Virtual APS, the student will obtain a transcript that includes the letter grade received. This official transcript must be given to the school's Director of Counseling. The Director of Counseling (or designee) is responsible for registering the credit on the student's transcript.

How will the student get registered for a virtual course?

Virtual courses are run through Virtual@APS. The Google form has all of the information needed to register the student. If you have questions, contact Pat Teske at pat.teske@apsva.us or by phone at x5752.

What if the student wants to take a course with a specific vendor that is not already approved by the Department of Instruction?

The parent or guardian is responsible for providing supporting documentation related to the course content for outside vendors as part of the pre-approval process. A syllabus and pacing guide or scope and sequence are acceptable supporting documents. These documents must clearly state that the course level is the same as the level for which the credit is requested. For example, if the request states "Level II," the course description must state that the course is equivalent to a high school Level II course. The documentation will then be reviewed to determine if the course meets the requirements and a letter stating if a course has been pre-approved for the student to take will be sent to the school counselor and the family.