



# Student Section

## Permission to Take a Course at Citizens High School

Nearly 400 Programs >

### CHS at a Glance

- Regionally and Nationally Accredited
- CHS offers NCAA Approved Courses
- Registered Private High School with the Florida Dept. of Education
- [Click here](#) to view all Academies & Programs
- Free High School Planner
- High School Partnering Program, your faculty, our courses
- Career College Guarantee Acceptance Program

Parent or Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID Info: \_\_\_\_\_

Middle or High School: \_\_\_\_\_

Phone Contact: \_\_\_\_\_

Email Contact: \_\_\_\_\_

Dear Counselor,

**I am seeking approval for credit transfer for the following course  
I plan to take online at Citizens High School:**

Course Title: \_\_\_\_\_

Teacher: \_\_\_\_\_

### Course Description

From Course Catalog

Citizens High School is regionally and nationally accredited by



Middle States  
Accreditation





# School Counselor Section

Students currently enrolled in \_\_\_\_\_ are expected to earn standard units of credit from \_\_\_\_\_ programs. This request for approval to transfer a credit from Citizens High School is being made for one the following reason:

- ☐ The student is unable to access the course at our local high school
- ☐ The course is taken to pursue a specific dual credit arrangement at a college, university or career college
- ☐ The course awards transfer credit and a certificate that is not available at our local high school

## Eligibility for transfer of credit:

1. The student must receive a passing letter grade of C or above in the course at CHS.
2. If the student does not receive a passing grade of C, the school is not obligated to accept the credits for transfer.

Citizens High School is a regionally accredited private online high school located in Fleming Island, Florida.



**For School Use Only:** After verifying that the requested course meets conditions for transfer credit, please forward a copy of the signed form to the Parent/Guardian or student and to Citizens High School Administration at [admissions@citizenshighschool.com](mailto:admissions@citizenshighschool.com).

Date: \_\_\_\_\_

☐

Permission Granted

☐

Permission Denied

If permission denied, please state reason for denial: \_\_\_\_\_

Counselor Signature \_\_\_\_\_

OR

Approving Authority Signature \_\_\_\_\_

SUBMIT >