SPEF SOUTH PASADENA EDUCATIONAL FOUNDATION

CLASS AUDIT REQUEST

- Complete this form if you intend to audit a high school class.
- Students may audit a class when the grade or credits are not needed for graduation, or if the class is for preparation or transition.
- Students may wish to audit classes to learn material and improve skills.
- Auditing is also an option if a student is unable to satisfy the attendance policy due to planned absences that would normally result in the student being dropped from a class with a failing grade.
- Auditing results in no grade or credits for the class.
- Submit this form at the time of registration, or return form to:

SPEF
1020 El Centro St #3
South Pasadena, CA 91030

DATE RECEIVED AT SUMMER OFFICE: _____

RECEIVED BY: _____

STUDENT LAST NAME	STUDENT FIRST NAME	DATE OF BIRTH
CURRENT SCHOOL		GRADE IN FALL 2016

CLASS NAME(S):

REASON FOR REQUEST:

EXPECTED DATES OF ABSENCE (S):

- I understand that when auditing a class, I/my student will not receive a grade.
- I understand that I/my student is expected to follow the attendance policy, other than for dates of absence nominated above.
- I understand that auditing is not an opportunity to take extra days off from summer school.
- If my student's situation changes and we wish to receive a grade, my student must have satisfied the attendance policy.
- I understand it is not the teacher's responsibility to provide additional instruction for missed days.
- I understand my student is to demonstrate a consistent effort, complete all assignments and tests, as well as catch up on any missed instruction.

_____ _____

Student name - print clearly *Student signature*

_____ _____

Parent name - print clearly *Parent signature*

SPEF OFFICE ONLY

SUMMER SCHOOL TEACHER:	SUMMER SCHOOL TEACHER:	SUMMER HIGH SCHOOL ADMINISTRATOR:
NOTIFIED ON: ___/___/___	NOTIFIED ON: ___/___/___	NOTIFIED ON: ___/___/___