



## *Learning Today - Leading Tomorrow!*

### Peach County District's Guidelines for College and University Request

1. District level approval is required prior to making contact with any Peach County School to complete requirements for course work.
2. A written request **from the student** must be submitted to the Assistant Superintendent of Curriculum and Instruction [wstewart@peachschools.org](mailto:wstewart@peachschools.org) indicating the dates requested, school and grade level desired.
3. A copy of the Course Requirements **from the instructor** must be submitted to the Assistant Superintendent of Curriculum and Instruction. [wstewart@peachschools.org](mailto:wstewart@peachschools.org).
4. A copy of the GaPSC Pre-Certificate must be submitted to the Assistant Superintendent of Curriculum and Instruction. A volunteer packet which is available on the Human Resources webpage must be completed and returned to the Human Resources department for approval.
5. After receiving written approval from Dr. Stewart, the building level principal may be contacted by the requesting student.
6. A student may be asked to discontinue observations in a building by the building level principal if necessary. This does not require district level approval.
7. The building level administrator will clearly communicate building expectations prior to student observations.
8. Student requests may not be accommodated due to a high number of requests.

## College and University Course Support Request Checklist

Name \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_ Written request indicating the length and details of the assignment are included.

\_\_\_\_ Course requirements with the instructor's name and contact information is included.

\_\_\_\_ Pre-Certificate number or a current Background Check is included.

Approved \_\_\_\_\_

Denied \_\_\_\_\_

\_\_\_\_\_  
Wanda Stewart, Assistant Superintendent of Curriculum & Instruction

Approved \_\_\_\_\_

Denied \_\_\_\_\_

\_\_\_\_\_  
Building Principal

### Reasons for Denial

\_\_\_ Incomplete packet

\_\_\_ School is unable to accommodate additional students at this time.

\_\_\_ Other

Date Received:

Contents Verified by: