



# Request for Substitute Course Credit

Office of Instruction  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
P: (907) 761-4042 || F: (907) 746-9292

**Special Instructions:** Substitute course credit may be granted to students transferring in from Out-of-District in the 11th or 12th grade who have already taken a similar course at a previous school and may not be able to be scheduled in the necessary specific courses. Students transferring in to MSBSD during their 9th or 10th grade year are encouraged to meet all MSBSD requirements without substitution. The Original Form is to be filed in the student's permanent file after approval, one copy is to be filed with the counselor, and one copy is for the student.

Student Name	<input type="text"/>	Student ID #	<input type="text"/>	Phone Number	<input type="text"/>
Mailing Address	<input type="text"/>	Grade Level	<input type="text"/>	Graduation Year	<input type="text"/>
		High School	<input type="text"/>		

The following courses are being requested as substitute credits for MSBSD specific graduation requirements.

**Out-of-District course to substitute:**

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

**MSBSD required course to be substituted for:**

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

**Please contact the Counseling Coordinator at 746-9229 with any questions.**

\_\_\_\_\_  
School Counselor Signature Date

\_\_\_\_\_  
School Principal Signature Date