



Montclair Public Schools
Department of Equity, Curriculum and Instruction

External Course Requests

The Montclair Public School District recognizes the needs of students to take courses outside of school. Please note: The majority of external courses do not provide the depth and content delivery that students would receive with a full-year course in a traditional class setting. Therefore, students are encouraged to review the Montclair High School (MHS) Programming Guide for course options.

All requests are reviewed on a case-by-case basis. Montclair Public Schools will **only** approve the following external course programs due to a proven track record with our students:

Online Program:

- John Hopkins Center for Talented Youth <https://cty.jhu.edu/online/>
 - Approved for both credit recovery and acceleration courses.

Other approved programs of study considered for summer course requests include:

School-Based, Blended Programs:

- Edgenuity Courses with MHS Certified Teacher assigned
 - Used for Summer School, English Language Learners and other special circumstances.

In-Person Classes

- MHS will consider approving in-person classes only at the following New Jersey Department of Education approved high schools:
 - Montclair Kimberly Academy, Montclair, New Jersey
 - Clifton High School, Clifton, New Jersey
 - Newark Academy, Livingston, New Jersey

Course Requirements:

- 120 Hours completed for courses taken for advancement (no credit awarded).
- 64 Hours completed for courses taken for recovery credit.

HOW TO REQUEST:

1. Parents/Guardians must complete an application using the *External Course Request Form* for pre-approval before enrolling in the course.
2. Parents/Guardians are to submit the *External Course Request Form* to their child's counselor: Montclair High School Guidance Office, 100 Chestnut Street, Montclair, NJ 07042 or email the Secretary to the Director of Guidance, Susan Iovine, siovine@montclair.k12.nj.us
3. Once approved, the student may enroll in the course.
4. **For course advancement**, all external courses for acceleration must be completed by **August 15**, prior to the beginning of the school year.
5. **For course advancement**, students are **required to take and score an 85% or higher on a District final exam** for placement purposes.

For questions please contact:

Director of Guidance, Dustin Bayer, (973) 509-4118

dbayer@montclair.k12.nj.us.