



**KENOSHA SCHOOL  
PROGRAM**

**CLASS AUDIT REQUEST FORM**

**AUDITING CLASSES**

Students who request to audit a class must be in good standing and cannot be credit deficient.

Eligible classes will be based on pre-determined guidelines. **Audited classes cannot be used to fulfill graduation requirements.**

Schedules will not be altered to accommodate audit requests. Students taking the course for credit will receive first priority. **Once a student begins auditing a class, requests to receive credit for the course will not be considered.** Students that drop the audited class will follow KUSD Add/Drop guidelines.

Students may audit a class at another high school following the above guidelines. However, students at that high school receive first priority. Students attending class at another high school must provide their own transportation.

**EXPECTATIONS**

- Auditing students are also expected to attend class, do the assigned work, take the tests, and participate in class activities.
- Students are subject to the same rules and regulations as all other class members while in attendance in the class being audited.
- Students' work will be evaluated and graded.
- **Transcripts and report cards will reflect the audited class and grade received, but credit is not given for audited classes. The class grade will not be included in the calculation of grade point average (GPA) and class rank.**

**REQUEST PROCESS**

Students must complete the **CLASS AUDIT REQUEST FORM**. Students must return the completed form to their counselor. Students must have approval from counselor.

Audit requests will be accepted during registration. After registration, requests must be submitted to your guidance counselor within three (3) days of the class start date. **No requests will be accepted after that date.**

If more students are interested in a class than seats available, there will be a lottery.

**LOTTERY PROCESS**

To be eligible for the lottery, students must meet the deadline for auditing requests. Eligible students' names will be placed in the lottery. Administrator or designee will conduct the lottery.

Counselors will notify students of acceptance into class and provide students with a new class schedule.



**CLASS AUDIT REQUEST FORM**

**Deadline to submit this form is the third day of the class start date. Schedules will not be altered to accommodate audit request. Counselors will notify student of approval and provide updated schedule.**

**Student Name:** \_\_\_\_\_ **ID:** \_\_\_\_\_

**Counselor' Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Audit Request**

**Class Period:** \_\_\_\_\_ **Semester/Quarter(s)** \_\_\_\_\_

**Please rank audit requests, first and second choice:**

**1. Course Name:** \_\_\_\_\_ **2. Course Name:** \_\_\_\_\_

**The student above chooses to audit the course(s) above for specified semester/quarter indicated.**

**I understand...**

- 1. No credit is given for audited course(s) and grade earned is not factored into GPA/ class rank.**
- 2. I must attend class, participated in class activities, and complete assignments and tests.**
- 3. Audited class(s) cannot be taken for credit at a later date.**
- 4. Add/Drop guidelines will be followed for dropping an audited class.**

\_\_\_\_\_  
**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Office Use Only**

**Date Received:** \_\_\_\_\_ **By:** \_\_\_\_\_ **Date Approved/Accepted:** \_\_\_\_\_

**Date Request Denied:** \_\_\_\_\_ **Reason Denied:** \_\_\_\_\_