To: High School Principals  
From: Pamela Henson, Director of Instructional Support  
Date: November 17, 2009  
Re: ACCESS Core Courses

Several high school principals have expressed a need to use ACCESS online core courses because of the unfortunate financial and personnel crises we currently face. Beginning January 2010, principals may allow students to take core courses via ACCESS under the following conditions:

1. Principals must submit a completed Request to Use an ACCESS Online Core Course Request Form to Dr. Pamela Henson, Director of Instructional Support, for each student enrolled in an ACCESS core course.

2. The only approved ACCESS core courses are:

   - English 9  World History  Algebra IA
   - English 10  U.S. History  Algebra IB
   - English 11  U.S. History II  Geometry
   - English 12  Government  Algebra II/Trig
   - Economics

3. Students working on the following diplomas may not complete a required core course via ACCESS:
   - Alabama High School Diploma with Baldwin College Preparatory Endorsement
   - Alabama High School Diploma with Baldwin County College Preparatory with Distinction Endorsement
   - Alabama High School Diploma with Baldwin County College Preparatory with Distinction Endorsement for International Baccalaureate Students

As a reminder, the following procedures for other ACCESS courses also apply:

**Baldwin County Board of Education Guidelines**

1. Students may take elective courses not offered at their high schools.
2. ACCESS courses should be taken only when the curricular offerings deny a student a course he/she particularly needs.
3. Students pursuing a standard diploma or diplomas with the Advanced or College Preparatory Endorsements may take foreign language courses through ACCESS.
4. Students may take a core class through ACCESS to make-up a previously failed course taken at the local high school.
5. Students competing for valedictorian or salutatorian may not take any of the 18 required courses via ACCESS.

Schools must complete the School Acknowledgement Form. Copies of the form should be faxed to the Director of Instructional Support (251-972-6891) and Troy University ACCESS Distance Learning Support Center (334-670-5679). The original form should be placed in the student's cumulative record.