



**High School Articulation**  
 5675 S. Academy Blvd, Box C34  
 Colorado Springs, CO 80906-5498  
 719.502.3111

**Articulation Class Request  
 Teacher Verification Form**

\_\_\_\_\_ School Year

\_\_\_\_\_ Student Last Name

\_\_\_\_\_ First Name

\_\_\_\_\_ MI

\_\_\_\_\_ High School

\_\_\_\_\_ Permanent Mailing Address

\_\_\_\_\_ Home Phone

\_\_\_\_\_ Graduation Year

\_\_\_\_\_ City, State, Zip

\_\_\_\_\_ E-Mail Address

\_\_\_\_\_ S# (Use only if PPCC  
 online application was  
 submitted)

\_\_\_\_\_ Student Signature

HS Course #	HS Course Title	Year Taken	Grade Must be A or B	PPCC Course #	PPCC Course Title	Teacher Name (PRINT)	Teacher Signature*

\*If teacher signature is not available, an official high school transcript may be submitted.

**If additional lines are needed for coursework, please copy this form and attach it to packet.**

**Class request packet must include the following or transcribed credit will not be awarded:**

- Completed PPCC Application for Admission. **If online application has been completed, the S# must be included on this sheet.**
- Completed Teacher Verification Form.
- There is a \$10 fee for each PPCC course requested (Check or money order, **no cash**). *For example, if a student requests credit for BTE 100 Keyboarding and CIS 118 Computer Applications, the fee would be \$10 per course, a total of \$20.*

# Checklist for Student Articulation Success

Please visit

<http://www.ppcc.edu/prospective-students/high-school-programs/high-school-articulation/>

or call the High School Programs office at 719.502.3111 with any questions.

Task	Student	Parent	HS Teacher
Complete an approved articulation course with a grade of an A or B.			
Complete the PPCC Application for Admission. <a href="http://www.ppcc.edu/prospective-students/application/">http://www.ppcc.edu/prospective-students/application/</a> Please be sure to <b>note the S#</b> from the Application Confirmation Page once the application is submitted.			
Complete the Articulation Request and Teacher Verification Form. <a href="http://www.ppcc.edu/prospective-students/high-school-programs/high-school-articulation/">http://www.ppcc.edu/prospective-students/high-school-programs/high-school-articulation/</a> Please be sure that the course number, title, etc. correspond with the articulation agreement for your high school. <b>Teachers must sign this form to verify that the student received an A or B grade.</b> If teacher signature is not available, an <b>official high school transcript</b> may be submitted.			
There is a <b>\$10 fee for each PPCC course requested</b> (Check or money order, <b>no cash</b> ). <i>For example, if a student requests credit for BTE 100 Keyboarding and CIS 118 Computer Applications, the fee would be \$10 per course, a total of \$20. Course fees should not exceed \$40 in a semester.</i>			
Return the completed packet and payment to PPCC. <b>A completed packet includes:</b> 1. High School Teacher Verification Form a. Be sure to include the S# b. The form must be signed by the teacher or include an <b>official high school transcript</b> 2. Check or money order for \$10 per course. <b>No cash please!</b>			

Students are encouraged to turn in packets at the end of the school year (May/ June). However, they may be turned in by January for a class completed in the fall semester. Credit can be reviewed for up to 1 year following high school graduation.

## Packets may be mailed to:

PPCC Centennial Campus  
5675 South Academy Blvd, Box C34  
Colorado Springs, CO 80906-5498

## Packets may be hand delivered to the following locations Monday – Friday, 8 am – 4 pm:

**PPCC Centennial Campus**  
5675 South Academy Blvd, Room A-220  
Colorado Springs, CO 80906-5498

**PPCC Rampart Range Campus**  
11195 Highway 83, Room E-213  
Colorado Springs, CO 80921-3602

**PPCC Downtown Studio Campus**  
100 West Pikes Peak Ave, Rm 214  
Colorado Springs, CO 80903-1503