



PALO ALTO UNIFIED SCHOOL DISTRICT

SECONDARY EDUCATION

SHARON OFEK, CHIEF ACADEMIC OFFICER

February 5, 2019

Madhu Aggarwal
Director of Language Program
MBK Language Center (aka Madhu Bhasha Kendra)

Dear Ms. Aggarwal,

Palo Alto Unified School District (PAUSD) has received your correspondence, dated January 22, 2019, requesting that the District accept and transfer Hindi foreign language credit to Gunn High School and Palo Alto High School transcripts for courses completed through the, WASC accredited, MBK Language Center.

This is to notify you that MBK Language Center courses, Hindi I, Hindi II, Hindi III, and Hindi IV have been approved for credit for PAUSD high school students. PAUSD will not accept Honors or AP courses. Only 10 foreign language credits are allowed per school year, and PAUSD students may only transfer a *combined total* of 40 units of credit from any outside source/s.

Students must receive preapproval from their respective high school in order to transfer credit from MBK, and submit an official transcript from MBK to the Gunn/Palo Alto High School Registrar. The transcript will note that the Hindi credits have been taken through an outside organization.

At the end of the WASC accreditation cycle, MBK Language Center should submit proof of renewed WASC accreditation to the PAUSD Secondary Education Office.

Feel free to contact me as questions arise.

Sincerely,

Sharon Ofek
CAO, Secondary Education

cc: Judy Nishiyama