



OUR LADY OF VICTORY

Traditional Catholic Homeschooling

421 S. Lochsa Street
Post Falls, ID 83854
Phone: (208) 773-7265
Fax: (208) 773-1951

Re: Private Tutor/Co-Op Classes

Dear Parents,

In order for Our Lady of Victory to approve your child's course substitution/elective, please have the course instructor complete this form; this should be returned to OLVS along with your student's registration form. A second copy should be retained in order to provide the quarter averages; this can be submitted upon successful completion of the course. These grades will be added to your student's transcript with Our Lady of Victory School. Please contact us with any questions.

Sincerely,

Scott A. Jones
Director

Student: _____ Grade: _____

Instructor: _____

Class: _____

Books Used: _____

Course Description (please include assignment type, class and homework time; attach additional pages if needed): _____

Signature and Date: _____

1st Quarter Grade: _____ 2nd Quarter Grade: _____ 3rd Quarter Grade: _____ 4th Quarter Grade: _____