PENN FOSTER HIGH SCHOOL
Student Catalog

PENN FOSTER
HIGH SCHOOL

Academic Year — 2025
January 1 - December 31

TABLE OF CONTENTS

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Welcome to Penn Foster...

Dear Future High School Graduate,

Congratulations on your decision to enroll in the Penn Foster High School Program. You have taken an important first step toward success, and I am proud to welcome you to our student body.

This Student Catalog features general information about your Penn Foster High School experience, from how to contact Penn Foster High School to details on achieving your goal of a High School Diploma.* *(Information about how to get started begins on page 4.)*

The Penn Foster administrative office is located in Scranton, Pennsylvania. If you have any concerns or questions, feel free to contact us via **our website** or call us, anytime or call us, anytime. We're here to help you make the most of your distance learning experience.

I wish you the best of luck with your studies, and I look forward to awarding you your High School Diploma!

Best Wishes!

Kermit Cook
Chief Executive Officer

* Penn Foster High School Diploma is a proprietary program. You are solely responsible for ensuring that the program and program award satisfy the education requirements of potential employers, desired postsecondary institutions, and all other relevant agencies. Neither job placement nor postsecondary admission are guaranteed to graduates upon program completion. Students can take additional courses to meet high school graduation requirements in their respective states. Students and their parents/guardians should always review local education laws and guidance to make informed decisions on graduation requirements and postsecondary acceptance eligibility.

MISSION AND INSTITUTIONAL GOALS

MISSION STATEMENT

Penn Foster's mission is to enhance the lives of our students and clients through the acquisition of knowledge, skills, and credentials that will allow them to achieve their goals by advancing in their chosen field, starting a new career, or pursuing lifelong learning.

PENN FOSTER INSTITUTIONAL GOALS

• Provide educational programs that enable self-motivated, independent learners to acquire core competencies in their chosen technical and professional fields

• Employ contemporary learning strategies based on academic standards of good practice in distance education

• Develop and maintain systems that optimize student opportunities for broadly participative, interactive learning

• Establish and communicate high standards of academic performance for students and the institution

• Assess student learning and institutional effectiveness systematically in order to improve student performance

• Provide an extensive suite of student support services based on student needs and interests

• Conduct fiscally responsible planning that balances the institution's commitment to academic excellence with its concern for profitable financial performance

The mission is supported by an admissions policy that allows students with appropriate prior education to enroll in programs without regard to race, religion, gender, age,* color, national origin, or physical disability.

The school regularly assesses fulfillment of its mission and achievement of its institutional goals through ongoing studies of student learning, measurement of student satisfaction, and evaluation of career outcomes of graduates.

ADMISSIONS POLICY

• Penn Foster High School enrolls all students without regard to race, religion, gender, age, color, national origin, or physical disability.

• While Penn Foster High School welcomes students from all nationalities, applicants should review their citizenship or visa status to determine lawful eligibility to participate in Penn Foster High School programs. Penn Foster High School is not responsible for students' inability to comply with applicable immigration law or status..

• To enroll in Penn Foster High School, students must be at least 13 years old and have completed the 8th grade.

• Penn Foster High School requires that students have access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 10 or later or an Apple® Mac® computer running macOS® Sierra Version 11.2 or later, Microsoft® Office 2019 or Microsoft 365® to complete written assignments, and an email account.

*Prospective students must meet the minimum age requirement for enrollment into Penn Foster High School.

GETTING STARTED IS EASY

Getting started takes only a few minutes. First, let's look at important items that you should review.

YOUR STUDENT CATALOG
Special information on the Penn Foster High School experience.

YOUR FIRST LESSON MATERIALS
All you need to get started.

PROGRAM OUTLINE
The information you will learn in your program and the order in which you will learn it.

For the most up-to-date program pricing, please **visit our page**.

Follow the four simple steps below and you will be on your way!

Find your Student ID Card.
Your ID card is on the bottom of your welcome letter. You'll find your student number on your ID card, which you need to have available whenever you contact Penn Foster High School.

Find your Program Outline.
Your Program Outline lists all of your courses and the order in which you should study them.

Follow the Program Instructions for the first subject.
As you read the learning materials for your course, make sure to use the self-tests in your lessons to help you prepare for your first exam. If you have any questions about your lessons, email your instructors or visit **the website**, your resource for answers to any questions you might have.

Take your first exam.
After completing all of your lesson assignments and you feel prepared for the exam, log into your Learner Center. Select your exam from the lessons column, click on Take Exam. Follow the directions to complete the exam.

That's all there is to it. The rest of this book contains useful information on contacting Penn Foster High School, taking exams, and answers to other questions you might have. Read on and learn more about your school.

Contacting
PENN FOSTER HIGH SCHOOL

At Penn Foster High School, your success is important to us. That's why we've made it easy for you to contact us whenever you have questions or problems.

On the Web

Visit **the website** for easy access to your student records, exams, assistance, and more. Take advantage of the comprehensive Questions and Answers section, compiled from years of student service excellence. The Penn Foster student website is your one-stop solution to any questions you might have. (See page 6 for details.)

Have questions? With our custom-built help feature, you can ask a question right in your lesson and get answers immediately.

Over the Phone

If you have a question that we can't address through the website or email, you can contact our toll-free Student Support Line, **1.888.427.1000**.

PENN FOSTER HIGH SCHOOL
On The Web

The Penn Foster High School website features information on the school and details on every program we offer, as well as links to other educational resources. From our website, you can view your student record, take exams, email your instructor, and more. Visit our site **here**.

Get your education quickly and conveniently through the ease of online learning.

- Ease and convenience through **our website** — your home for 24/7 student services. With a few clicks of your mouse, you are in control of your education! Be sure to visit the enhanced Frequently Asked Questions (FAQs) section for helpful information.

- Access program material, grade and shipment records, and account information, all online. Make payments the easy way or quickly access tuition information.

- Support from your instructors, and from Student CARE, is available via email at your convenience.

- Exams are taken and submitted online.

You will need high-speed internet access to begin your program. You will need access to a Microsoft® Windows® based computer running Windows® 10 or an Apple® Mac® computer running macOS® Sierra Version 11.2 or later, Microsoft® Office 2019 or Microsoft 365®, and an email account to complete your program with Penn Foster.

ACADEMIC POLICIES

ACCREDITATION & LICENSURE
Penn Foster High School is accredited for grades 9 through adult by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools.

Penn Foster is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation (CHEA).

Distance Education Accrediting Commission
1101 17th Street NW, Suite 808
Washington, D.C. 20036
202.234.5100 | www.deac.org

Penn Foster High School is accredited by Cognia. Cognia offers accreditation and certification, assessment, professional learning, and improvement services to institutions and other education providers. As a global nonprofit working in over 80 countries, Cognia serves 36,000 institutions, nearly 25 million students, and five million educators every day.

Penn Foster High School is licensed by the Pennsylvania State Board of Private License Schools which oversees licensure of programs administered to students over the age of 18. The program name on file with the Pennsylvania State Board of Private Licensed Schools is High School 9-12.

FINANCIAL AID
Penn Foster Carrer School offers interest-free monthly payment plans. However, the school does not participate in federal financial aid.

TUITION AND FEES
All students pay a one-time registration fee along with associated tuition fees for each program, as stated on the enrollment agreement. The tuition fees include all instruction and student services.
Penn Foster High School offers affordable access to quality distance education programs and encourages students to visit the program-specific webpages to see all available tuition payment options complete the program. Students retain all materials after completion of the program.
Extension Fee .... $ 125 (subject to change)
Transcript (Print or Electronic) .... $ 15

NON-REFUNDABLE REGISTRATION FEE
A non-refundable registration fee is collected upon enrollment, and it encompasses certain activities related to a student's enrollment and onboarding, such as student eligibility/acceptance review, student record profile set-up, Learner Center access and access to course content, and official transcript evaluation, if applicable.

All costs below are as of the date of Catalog publication, for students who elect to pay in full. See **website** program pages for current program costs, including current payment plan options.

Programs	Tuition Charges	Fees	Total
Penn Foster High School	$1,419	$150	$1,569
Penn Foster High School + English Language Training	$1,649	$150	$1,799

CANCELLATION POLICY

Students may cancel their enrollment via telephone, email, of first-class mail to the phisical address listed in the student catalog.

If you cancel within 5 days after midnight of the day you enroll, you will receive a refund of all monies paid to Penn Foster High School.

If Student Cancels after 5 days and	Amount Student Owes
If the student has not submitted any lessons	Non-Refundable Fees + Registration Fees
If the student has submitted at least one lesson, up to and including 10% of the lessons	Non-Refundable Fees + Registration Fees + 10% of Tuition
If the student has submitted more than 10% of the lessons, up to and including 25% of the lessons	Non-Refundable Fees + Registration Fees + 25% of Tuition
If the student has submitted more than 25% of the lessons, up to and including 50% of the lessons	Non-Refundable Fees + Registration Fees + 50% of Tuition
If the student has submitted more than 50% of the lessons	Non-Refundable Fees + Registration Fees + 100% of Tuition

Sample Refund Calculations
Refund policies and amounts may vary by program, state, and/or payment plan chosen at time of enrollment. The full tuition protection agreement and any differences will be reflected on your specific enrollment agreement.

Penn Foster High School Sample Refund
Below is a sample refund for a student enrolled in High School.

The percentage of the program completed shall be determined by comparing the number of completed lessons received for services by the school to the total number of lessons in the program.

Tuition:	
Tuition	$826.00
Lessons	104
Lessons Taken	28
Lesson Percentage	26.90%
Cancel Terms Percentage	50.00%
Total Due	**$413.00**
Fees:	
Registration	$123.00
Shipping (If applicable)	$0.00
Administrative (If applicable)	$0.00
Total	**$123.00**
Total:	
Amount Paid by Student	$949.00
Refund Due to Student if Cancelled	**$413.00**

ACADEMIC INTEGRITY

RAPID PROGRESSION POLICY
Penn Foster monitors student progress through a Weekly Rapid Progression Report. We recommend completing no more than 15 exams in a 7-day period (calendar week is Sunday through Saturday). Completing 25 or more will result in appearing on the Weekly Rapid Progression report. If a student appears three consecutive times on the report, their coursework will be reviewed by the Academic Director of their Program. The outcome of the review may result in intervention by the Director of Academic Policy, with possible referral to the Academic Review Board (ARB).*

STUDENT IDENTITY VERIFICATION
All new students are provided with a unique student number. This student number should not be shared with anyone else. In order to gain entry into the online learning management system and access student materials, students need to enter their student number and a unique password that restricts anyone else from accessing their student record. Sharing student numbers or passwords with any other individual is in violation of the Code of Conduct and can lead to disciplinary action.

*This policy does not supersede any program completion requirements.

Students are required to update Penn Foster with any change to their account information, including name, address, email, and phone number.

Penn Foster official communications are sent by electronic communication (email, message center, etc.) or postal mail. Most official forms require electronic communication by email, unless forms or directions state otherwise. Students are responsible for official Penn Foster communications sent to them, and should check their email accounts and message center regularly and respond, when needed to any communications sent from Penn Foster.

STUDENT CODE OF CONDUCT

Penn Foster students, faculty and staff are held to the highest standards of academic integrity.

Penn Foster's Student Code of Conduct protects the rights of students, faculty, staff, and Penn Foster itself. This code ensures that all student and faculty/staff interactions are characterized by mutual respect and civility. All Penn Foster students and those authorized to speak on students' behalf are required to abide by all standards and policies established by the school in their academic work and their personal conduct.

Students should

- Treat fellow students, faculty, and staff with courtesy, respect, and dignity and behave in a manner that reflects the integrity of the school.
- Abide by all published policies, including but not limited to, those that appear in Penn Foster catalogs, study materials, and enrollment agreements.
- Present themselves and their relationship to Penn Foster honestly.
- Behave professionally and follow all

policies set by practicum, externship, and field experience sites.
- Comply with directions of Penn Foster officials acting in the performance of their duties.
- Never misrepresent the school or its staff in any online social communities.

The Student Code of Conduct, as well as the preceding guidelines, applies to all Penn Foster students. An official of Penn Foster may, at his or her discretion, take disciplinary action that ranges from a warning to academic probation to dismissal from the school for failure to comply with any aspect of the Student Code of Conduct.

ONLINE BEHAVIOR
Netiquette
Penn Foster expects students to be courteous and polite in the online environment. Students should use good judgement when communicating online with faculty, staff, and other students through email, chat, social media groups, and other online forums sponsored or supported by Penn Foster.

In course or classroom environments such as webinars and discussion forums, students should demonstrate respect for their instructor and classmates by honoring others' opinions, acknowledging disagreements honestly and thoughtfully, and being prepared to clarify statements others may have misinterpreted or misunderstood.

Students should always sign their names on any online communications and contributions. Students should also respect their own privacy and the privacy of others by not revealing personal or embarrassing information about themselves or others.

Students should avoid discourteous behavior such as using all-caps, trolling, flaming, spamming, and any other forms of inappropriate behavior and communication.

Bullying

Penn Foster defines bullying as an intentional electronic, written, verbal, or physical act or series of acts that

- Occur in a school setting, whether in person or online;
- Is severe, persistent or pervasive;
- Is directed at another student(s) or member(s) of the Penn Foster faculty, staff, or administration; and
- Impacts the institution in any of the following ways:
    o Substantially interferes with a student's education
    o Creates a threatening environment; or
    o Substantially disrupts the orderly operation of the school.

As an online institution, Penn Foster is not limited or prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting if those acts fall under the above definition of bullying.

Penn Foster does not tolerate bullying in any form. Abusive behavior, such as threatening, insulting, and doxing, in any of Penn Foster's digital environments, including Penn Foster's social media sites and groups, email, chat, and phone calls, should be reported to a faculty or staff member for investigation.

Violations of Penn Foster's netiquette and bullying policies will result in disciplinary action.

ACADEMIC HONESTY

Students are expected to complete coursework, exams, and graded projects according to instructions and to contact their instructors for help with coursework.

Students should

- Complete all coursework as directed, including required reading, self-check and discover more exercises, discussion boards, exams, skills, and graded projects, as well as required paperwork for site selection, field experience, externships, and practicums.
- Use materials provided by Penn Foster to complete coursework, and properly acknowledge any outside resources used in the preparation of exams and graded projects.
- Contact a faculty or staff member for help with coursework.
- Never ask for, receive, or give unauthorized help on graded assignments, quizzes, projects, or examinations via any method including email or the internet.

Violations of Penn Foster's Academic Honesty policy include but are not limited to:

- Collaborating with another student or students, either in person or online, to complete an assignment or project and/or submitting the same essay as a classmate or classmates.
- Colluding with another student or students, either in person or online, who are enrolled in or have completed a course, to share an assignment or project and/or to make revisions to the same graded assignment or project to deliberately disguise similarities.
- Providing unauthorized help to another student or students by sharing coursework privately or publicly by uploading it to an online forum.
- Submitting a previously graded exam or project without first receiving permission from an instructor.
- Submitting documentation that misrepresents qualifications, clearances, and/or authorizations required for site selection, field experience, practicum, or externship.
- Submitting documentation that

misrepresents the amount of time spent at a site and/or the skills or tasks performed during field experience, practicum, or externship.

Plagiarism is a violation of academic honesty that includes, but is not limited to:

- Submitting coursework that is not your own, including assignments found at online help or tutoring sites; assignments purchased online, and assignments you have paid someone else to complete for you.
- Misrepresenting someone else's work as your own.
- Failing to cite and document sources properly.
- Using online or other resources to alter someone else's work or to disguise the original source.

The Academic Honesty policy applies to all Penn Foster students. An official of Penn Foster may, at his/her discretion, take disciplinary action that ranges from a warning to academic probation to dismissal from the school for failure to comply with the Academic Honesty policy.

PLAGIARISM POLICY
Plagiarism refers to deliberately using someone else's work or ideas and presenting them as one's own without proper attribution or citation. This may be intentional or accidental. If a student is found to have plagiarized a written assignment, the following guidelines apply:

1. Instructors and graders use Grammarly to assess for plagiarism.

2. Grading follows the assignment rubric and awards or deducts points accordingly. Deductions for APA formatting should not exceed the percentage specified by the formatting section of the rubric if one exists.

3. As subject matter experts, it is imperative that instructors and graders focus on grading the totality of the written assignment. While using Grammarly is required, it does not replace the instructor's or grader's knowledge and discernment skills. The goal is to increase a student's understanding and comprehension of the materials and not to merely highlight instances of plagiarism in written assignments.

4. If plagiarism is less than 20%, the paper should be graded based on the rubric, and the student provided with feedback to make improvements. However, if plagiarism results from the "copy and paste" type process where an entire section is copied, the guidelines in section five below should be used.

5. If plagiarism of 20% or above is found, the paper should be graded with a 1% along with an academic warning. It should also include information on resources in each school's Learning Resource Center (LRC), such as Penn Foster Writer's Block or Ashworth Writing Lab.

6. Different programs may have individual guidelines regarding the allowable level of plagiarism and allowable attempts. Check with your program for specifics.

POLICY ON THE USE OF ARTIFICIAL INTELLIGENCE IN ASSIGNMENTS
Purpose
This policy outlines expectations for the responsible and ethical use of Artificial Intelligence (AI) tools, such as ChatGPT, in academic coursework. It supports academic integrity while recognizing that AI can serve as a valuable learning aid when used appropriately.

Policy Statement
Students may use AI tools in the completion of coursework unless otherwise specified

by the assignment or instructor. However, all use of AI must be **clearly cited** in the submitted work. This means acknowledging any content, ideas, or assistance provided by AI tools in a manner consistent with academic citation practices. Failure to disclose and cite the use of AI-generated content—whether in part or whole—may be considered a violation of the institution's academic integrity policy.

Assignments are intended to evaluate each student's individual understanding, critical thinking, and communication skills. Overreliance on AI tools can undermine learning outcomes and diminish the educational value of the assignment. Thoughtful and ethical use of AI is supported in this policy.

Guidelines for Acceptable Use

Acceptable uses of AI tools include, but are not limited to:
Generating ideas or brainstorming
Structuring responses or developing outlines
Clarifying complex topics
Summarizing or paraphrasing material
Practicing citation formats
If AI is used to complete any substantive portion of an assignment, such as drafting, rewording, or summarizing content, the use must be clearly cited. Refer to the Artificial Intelligence Learning Resource Center for citation examples and guidance.

Caution on AI Accuracy

AI tools may provide inaccurate, outdated, or misleading information ("hallucinations"). They must not be used as the sole or primary source for academic work. Students are responsible for verifying the accuracy of all information submitted.

Need Help? Visit the Artificial Intelligence Learning Resource Center

Students are encouraged to use AI as a supportive tool, not a substitute for their own learning. For examples of acceptable AI use and proper citation formats, please visit the **Artificial Intelligence Learning Resource Center**.

PROGRAM MATERIAL AND COPYRIGHT NOTICE

Penn Foster or its vendors hold all ownership rights in the Program materials. Students are strictly prohibited from copying and/or providing to any third party all or any part of the Program materials that Penn Foster provides to students without Penn Foster's written consent. If a student violates this prohibition, they may be subject to criminal and civil penalties and fines, as well as disciplinary action up to and including expulsion from the Program.

DISCIPLINARY ACTION

Any inappropriate behavior can result in disciplinary action ranging from a failing grade on an exam or for a course, to academic probation, to dismissal from Penn Foster. Faculty and staff members will report inappropriate behavior by students to the Academic Review Board (ARB) for review, at which point the student will be asked to respond in writing to the charge. The ARB will then make a final decision regarding the student's standing with Penn Foster.

ACADEMIC REVIEW BOARD (ARB) PROCESS

The Academic Review Board (ARB) is tasked with reviewing student academic records and conduct to determine appropriate action in cases where the student has displayed poor academic performance and/or when a student has violated policies regarding Academic Integrity or Student Code of Conduct policies. The ARB has the full range of disciplinary decision authority up to and including cancellation/dismissal.
This is a standing committee, meeting as needed.

1. The ARB Request is submitted by a faculty member and forwarded to the ARB Chair. Other appropriate documentation/ verification of intervention measures, etc., should also be attached for review.

2. Each member reviews the student's record and indicates his/her decision recommending cancellation or retention.

3. A majority of the board members must agree to cancel the student.

4. If the ARB opts for cancellation, the ARB Chair will email an ARB cancellation letter, with appeal options included, to the student.

5. A warning letter will be emailed to the student in certain situations.

6. Decisions regarding financial liability are made by the Director, the Regulatory member, and Student Services Escalation Specialist. Financial resolution is generally a flat cancel; these decisions are made on a case-by-case basis.

7. The student has a period of 10 days from cancellation in which he or she can appeal the decision.

8. The student can appeal against the ARB's final decision on the student appeal through the grievance process outlined in the appropriate student handbook.

TRANSFER CREDIT POLICY

To receive high school transfer credits, an official transcript from an accredited institution recognized by Penn Foster must be submitted for evaluation. Transfer credits will be evaluated for comparable high school subjects where a full credit has been earned. Since high school programs vary, only an evaluation by Penn Foster will determine the actual number of transfer credits to be awarded. The maximum number of transfer credits for Penn Foster High School students is 15. Students will be required to complete 6 credits with Penn Foster High School. Earned credits and hours are units of measure and are not necessarily an indicator of transferability to another institution. The receiving institution, rather than the providing institution, determines whether to accept earned credits and hours for transfer.

STUDENT GRIEVANCE POLICY

STUDENT GRIEVANCE POLICY

Most student complaints can be handled at first point of contact with the school. Student complaints are addressed using the policies and provisions of the enrollment agreement, student catalog, and academic requirements of the school. Students who have a complaint should contact their instructor regarding academic issues or a student service supervisor regarding servicing issues. The instructor or student service supervisor will provide a verbal or written response depending on the student's preferred choice of communication. If the student believes that the complaint has not been properly handled at that point, the student should use the following procedure to register a grievance.

STEPS IN GRIEVANCE PROCEDURE:

1. The student should contact the Academic Team Lead for academic issues or Student Services either by phone or in writing expressing his/ her concern within 30 days of receiving a response to the original complaint. The Academic Team Lead or Student

Services will respond either by phone or in writing within two weeks of receiving the complaint.

2. If the student feels that the issue is still unresolved, he/she has 30 days to express continued concerns either by phone or in writing to the Academic Program Director Director or Student Services. A response will be sent to the student within 2 weeks.

3. If the student still believes the grievance is unresolved, he/she may complete the school's grievance form within 30 days from receiving the response from the Chief Learning Officer, Academic Program Director or Student Service. This form can be obtained by contacting Student Service Center. The form can be emailed, faxed, or mailed to the student.

4. All grievance forms will be returned to the Chief Learning Officer and Academic Program Director, who will turn them over to the Academic Review Board. The Academic Review Board will meet and render a decision within two weeks of receipt of the grievance form. The decision of the Academic Review Board will be final and will be sent to the student in writing.

5. All grievance forms and final decision notifications will be filed in the office of the Academic Program Direcctor.

6. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student (over the age of 18) may file a complaint with the Pennsylvania State Board of Private Licensed Schools, Harrisburg PA, PA Department of Education, 333 Market Street, 12th floor, Harrisburg, PA 17126; phone: **717-783-6788**. website address: **https://www.education.pa.gov/ Postsecondary-Adult/CollegeCareer/ Pages/Students-Complaints.aspx**

Any student may also contact the DEAC, 1101 17th Street NW, Suite 808 Washington, D.C. 20036 and at **www. deac.org**. Tel.: **202-234-5100**

7. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student also may choose to file a complaint in their state of residence.

GENERAL SERVICES

EXTENSIONS
Students are given a certain amount of time to complete all the lesson assignments. Students may request a six-month paid extension. Students who do not complete the program within the required time may need to re-enroll in the program that is current at that time. Previous work would be evaluated against the current curriculum to determine which courses or lessons could be transferred into the new enrollment.

ONLINE LIBRARY
Students at Penn Foster High School will have access to an online library for use during their studies with the school. Students can use this library to do the required research in the courses they complete or can use it for general reference and links to valuable resources. The library contains helpful research assistance, articles, databases, books, Web links, and email access to a library services manager. Students can access the library from their homepage. A librarian is available to answer questions on general research-related topics via email and assist students in research activities during their studies with Penn Foster High School.

PRIVACY
Effective Date: 9/23/2024
Last Updated: 9/23/2024

Privacy is important to everyone. At PF Carrus Careers, LLC d/b/a Penn Foster Group ("Penn Foster"), we care about your privacy as well and want you to feel comfortable and secure in your use of our websites (including all related Penn Foster webpages, websites or other online services such as any mobile app we may offer, the ("Sites") and any dealings you have with us offline. The purpose of this Privacy Policy is to describe for you the types of information we collect from you and how we store and use that information. **By viewing and using the Sites, you are, to the extent permitted by applicable law, accepting this Privacy Policy with respect to information collected by the Sites.**

If you are under the age of 18, you have certain additional rights with respect to the removal of Content which you may provide to the Sites. These rights are set forth in Section 16 below.

Please Note: This Privacy Policy may be modified at any time so you should visit this page periodically to check for updates. The current version of this Privacy Policy can always be found under the Privacy Policy button on the Sites. You can tell if there have been changes to the Privacy Policy by checking the "Last Updated" date at the top of this page.

The key items the privacy policy addresses include:

- Categories of Personal Information We Collect
- Personal Information in Publicly Accessible Areas
- How We Collect Personal Information Directly From You
- How We Collect and Use Information About Your Use of the Sites
- How We Collect and Use Personal Financial Information
- How We Use Personal Information and Learner Records
- When We Disclose Personal Information to Third Parties Who May Offer Products or Services that May be of Value to You.
- When We Disclose Personal Information to Partners in Education
- When We Disclose Personal Information to Employers or Sponsors
- When We Disclose Personal Information to Contractors and Service Providers
- When We Disclose Personal Information to Licensing, Certifying and Accrediting Organizations
- Disclosures of Personal Information in Litigation, Investigations or Enforcement Actions or for Security Reasons
- Disclosures in Conjunction with a Change in Control or Similar Event.
- Your Access Rights
- Children's Privacy
- Information Security and Storage
- Rights to Opt Out of Online Communications
- Additional State Disclosures

1. Categories of Personal Information We Collect. Depending on the Sites you use and your interactions with us, we collect the following categories of Personal Information about you:

- Identifiers, such as name, number of children in household, age of children, housing type, transportation, hobbies, and employment), contact details (e.g., phone number, email address, postal address);
- Demographics, such as age, date of birth, gender, marital status, and primary language;
- Education Information such as course assignment work, exams, academic records, confidential enrollment information, prior education, and learners' personal, program-related communications with Penn Foster;
- Internet or other electronic network activity information, such as browser versions, internet domain, your computer's operating system pages most visited, duration and time of visit, the links you followed to enter

and leave our site, your IP address as well as standard fields from our web log reporting software;

- Geolocation information;
- Inferences, such as those reflecting your preferences, characteristics, abilities, or aptitudes;
- Sensitive Personal Information, as defined under applicable local law, such as certain demographic information, including your ethnicity, account login credentials and passwords, social security number, financial account information, medical or health insurance information, and credit card or debit card information.

In addition, Penn Foster generates, collects and stores, through its learning management systems, additional information and materials personal to or provided by learners enrolled in Penn Foster programs, such as inferences drawn from any of the information identified above (collectively, "Learner Records"). Please note that Penn Foster uses automatic logic to ensure that prospective learners meet any prerequisite enrollment requirements such as age and/or minimum educational attainment to make admissions decisions depending on the program that the prospective learner would like to enroll in.

Information from Third Parties: We may also collect Personal Information about you from third parties, as well as our affiliate sister companies1 to perform certain functions such as collections activities or to customize our marketing efforts.

The information we collect depends upon how you interact with us. Note that we may be required by law to collect certain information about you or as a consequence of any contractual relationship we have with you. Failure to provide this information may prevent or delay the fulfillment of these obligations

2. Personal Information in Publicly Accessible Areas. Some interactive portions of our Sites are open and visible to the larger public and/or people and entities engaged in providing or supporting Penn Foster programs. If you include personally identifying information in materials you contribute to the Sites, via postings, chat rooms, or otherwise, that Personal Information will be available to members of the larger public. We therefore strongly encourage you not to include personally identifying information in your interactions in public forums made available through the Sites, such as in postings or in chat rooms, or in your Username.

3. How We Collect Personal Information Directly From You. We collect Personal Information that you voluntarily provide to us. For example, when you register as a User on the Sites in order to participate in the Sites activities, we ask you for Personal Information such as your name, email address, and telephone number. We may also collect this information if you contact us requesting information, participate in or provide feedback on the Sites or Site activities, or forward information from the Sites to internet addresses outside of the Sites. In addition, if you are a learner, we collect and store your Learner Records consistent with our business practices, certifying and licensing institutions, and applicable United States and state laws and regulations.

4. How We Collect and Use Information About Your Use of the Sites. We and our third party business partners use common tracking tools such as cookies, clear GIFs (also referred to as web beacons or pixel tags), device identifiers or IP addresses to collect information about your use of the Sites. These tools, described in more detail below, are associated with standard internet protocols and are commonly implemented on web sites. The information collected through these tools is primarily used for aggregate, statistical

reporting and stored in log files. Log files are simply transaction records that web servers maintain and record information, such as: service provider IP addresses, browser versions, referring websites, search terms used, average number of pages requested, average duration of visit, and/or total visitor traffic.

- Cookies are small files web sites place on your hard drive that allow sites to identify you. For example, if you allow a site to remember your login name or password, the site places a cookie on your computer. Cookies cannot read any other information on your hard drive. If you do not wish to receive cookies or want to be notified of when they are placed, your browser may permit you to do so.
- GIFs can tell us whether you have visited a Web page or received or opened a message we send to you.
- An IP address is a number that's automatically assigned to your computer by your Internet service provider whenever you're on the Internet. In addition to logging your IP Address, our server may also record the referring page that linked you to us (e.g., another web site or a search engine); the pages you visit and how long you stay on the Sites; and other Web usage activity and data. In some cases, your IP address stays the same from browser session to browser session; but if you use a consumer internet access provider, your IP address probably varies from session to session.

The information we collect about your use of the Sites may be used to measure the Sites' traffic, help us to evaluate and improve the Sites, provide data points for marketing and business analysis, and better serve our Users. It is in our legitimate interests to evaluate and improve the Sites so that we may better serve our Users. Our third party business partners, such as analytics and advertising partners, may also use these technologies to collect information about your online activities over time and across different services.

5. How We Collect and Use Information from Other Sources. We may also collect Personal Information about you from other sources, such as third parties and our corporate affiliates, to perform certain functions such as collections activities or to customize our marketing efforts.

We may use third parties to show you Penn Foster ads when you visit different sites on the internet. These third parties use cookies to collect information and show ads based on your prior visits to the Penn Foster website. You can opt out of the use of cookies by these third parties by visiting the **Network Advertising Initiative opt-out page** or the **Digital Advertising Alliance opt-out page**. You can opt out of the use of cookies generally by having your browser disable cookies or warn you before accepting a cookie. However, opting out of these third parties' use of cookies or the use of cookies generally may impact your user experience. For more information on cookies, including how you can delete or reject cookies, please refer to your web browser help file.

6. How We Collect and Use Personal Financial Information. We collect Personal Financial Information you provide only when you are applying for or enrolling in a Penn Foster academic program, purchasing products or services from Penn Foster, or involved in other financial transactions with Penn Foster, and we use this information only in connection with your application, enrollment, purchases and other financial transactions. We collect this information so we can comply with our contractual obligations to you or interact with you in furtherance of initiating a contractual arrangement (e.g., if you are applying to enroll) and so that we can comply with our legal obligations. Personal Financial Information is retained by Penn Foster as required by law and its internal business

practices. If you are not currently enrolled in a Penn Foster program and have no outstanding, pending, or contractual financial obligation to Penn Foster, you may ask that we delete your financial information and we will do so subject to legal, regulatory, and licensing obligations.

7. How We Use Personal Information and Learner Records. We use your Personal Information for our business purposes in multiple ways:

• Deliver products and perform services you purchase. This is so we can comply with our contractual obligations to you or engage in pre-contractual measures (e.g., if you apply to enroll in one of our programs).
• Respond to your requests for information. It is in our legitimate interests to respond to your requests for information.
• Contact you regarding products and services in which we believe you may be interested. It is in our legitimate interest to provide relevant and interesting advertising messages. Where necessary, we will obtain your consent before sending such marketing messages.
• Notify you about community events and activities. It is in our legitimate interests to notify you about events and activities that may be of interest to you.
• Ask you questions about your interests and your experience on the Sites. It is in our legitimate interests to learn more about your experience with the Sites.
• To perform proactive outreach to encourage and engage you in your studies
• To offer savings opportunities and/or promotional items only available to Penn Foster learners

By supplying your contact information when requesting information or signing up in one of our courses, you authorize Penn Foster and its agents (outsource calls centers and academic partners) to contact you (using the information you provide to us) about Penn Foster or its agents' products and services, including product releases and updates, seminars, events, surveys, trainings, and special offers. You can opt out of future communications from Penn Foster by sending an email to **PFdatarequest@pennfoster.edu** or call us at **1-800-214-5231.**

Additionally, if you are a Penn Foster learner, we may also use your Personal Information including Learners Records to:

• Support and monitor your progress through the program in which you are enrolled. We do this so we can comply with our contractual obligations to you.
• Offer you various learner support services. It is in our legitimate interests to offer support to our learners.
• Ask you questions regarding your satisfaction with the program. It is in our legitimate interests to learn more about your experience with the program.
• Maintain your academic records. We do this so we can comply with our contractual obligations to you.
• Complying with our obligations. We process your Personal Information to, for example, carry out fraud prevention checks or comply with other legal, accreditation or regulatory requirements, where required by law or where in our legitimate interests to do so.
• Maintain close communications with you in order to provide you with a rich, fulfilling and personalized academic experience. It is in our legitimate interests to communicate with our learners and provide a personalized learning experience.

We do not use or disclose sensitive Personal Information for purposes other than permitted under applicable local law. Penn Foster may disclose the following

categories of personal information without your consent:

- Student Name
- Program Name
- Birthdate
- Dates of Attendance
- Enrollment Status (enrolled, graduated, cancelled)
- Honors and Awards

If you do not want Penn Foster to disclose these categories of personal information, you can opt out by sending an email to **PFdatarequest@pennfoster.** edu or call us at **1-800-214-5231**.

We may aggregate and/or deidentify your Personal Information and use it for any purpose, including product and service development and improvement activities. To the extent we deidentify any data originally based on Personal Information, we will maintain and use such data only in deidentified form and will not attempt to reidentify the data.

8. When We Disclose Personal Information to Third Parties Who May Offer Products or Services that May be of Value to You. We may provide your Personal Information (exclusive of Learner Records) to affiliates and unaffiliated third parties, who offer products or services we believe may be of value to you. Within the preceding 12 months, this may include identifiers, such as your email address. Such third parties are only allowed to use your Personal Information to contact you regarding those products or services and you are able to "opt out" from receiving such contacts at any time through the "opt out" procedures of those third parties. (See also Section 21 ("Rights to Opt Out of Online Communications") below). For clarity, if you've provided consent to receive text messages from us, we do not share that consent with unaffiliated third parties for their own telemarketing use unless you have consented to that disclosure.

9. When We Disclose Personal

Information to Partners in Education. Penn Foster often collaborates with school districts, individual schools, colleges and universities, vocational schools, organizations like the Job Corps, and other private educational or education-related programs (each an "Educational Partner") to provide a broad range of educational programs responsive to different types of learners' requirements. We may disclose Personal Information, including Personally Identifying Information, Learner Records and Personal Financial Information of learners enrolled in these collaborative or partnership education programs to the associated Educational Partner. Within the preceding 12 months, this may include identifiers, educational records, and certain financial information.

Penn Foster Group may disclose student records to Tennessee state authorities as it relates to attendance or student education records for compulsory age students.

10. When We Disclose Personal Information to Employers or Sponsors. We may share program progress, completion status and scores with employers or potential employers with whom a learner has applied or expressed interest; sponsor paying all or part of the learner fees; third party resolution agencies; third-party organizations through whom a learner has signed up with Penn Foster. We may share financial status (fee balance) with a sponsor who is paying all or part of learner fees.

11. When We Disclose Personal Information to Contractors and Service Providers. We may use vendors (including contractors, business partners, investors and their representatives, and service providers) to help us with certain aspects of our operations and this may require disclosure of your Personal Information to them. Within the preceding 12 months, this may include identifiers, demographics, education information,

internet activity, geolocation information, inferences, and sensitive Personal Information as that term is defined under applicable law. For example, we use third party financial institutions to help us process payments and we may use third party agencies to help us with debt collection. We may also use vendors to help us to operate the Sites, deliver products and provide learner services. Such vendors may collect and analyze your communications with us on a real-time basis.

12. When We Disclose Personal Information to Licensing, Certifying and Accrediting Organizations. Penn Foster schools are nationally and regionally accredited and are also licensed by certain states. From time to time Penn Foster will seek additional certifications, accreditations and similar confirmations of quality and eligibility from third party institutions as part of the schools' mission. Penn Foster may disclose Personal Information to each of these accrediting, certifying and licensing bodies as reasonably required to maintain, renew or establish Penn Foster's accreditation, licenses, certifications and other institutional qualifications. Within the preceding 12 months, this may include identifiers, demographics, and education information. All such bodies are committed to maintaining the confidentiality of student Personal Information.

13. Disclosures of Personal Information in Litigation, Investigations or Enforcement Actions or for Security Reasons. We may disclose your Personal Information when compelled or requested to do so by government or law enforcement authorities or when otherwise required or permitted by law, such as to respond to court orders and subpoenas or regulatory agency requests. We also may disclose Personal Information when we have reason to believe that someone is causing or threatening to cause injury to, or interfering or threatening to interfere with,

the rights or property interests of Penn Foster or its affiliates (or their respective employees, agents, consultants, contractors or representatives), Penn Foster learners or alumni, other Site Users, Penn Foster business partners (including Education Partners and service providers), accrediting/licensing/certifying bodies, or other persons or entities that could be harmed by such activities.

14. Disclosures in Conjunction with a Change in Control or Similar Event. If Penn Foster undergoes or contemplates undergoing a business transition, such as a merger or acquisition by another company, or a sale of all or a substantial portion of its assets, your Personal Information may be among the assets transferred or subject to new ownership. Changes in the terms governing the collection, storage or use of any third party successor in interest or transferee of your Personal Information will be communicated to you by Penn Foster or such third party via email, the applicable website, or a comparable means notification.

15. Your Access Rights. You may review and correct the Personally Identifying Information that is retained by Penn Foster in your account after you login. You may review and correct the Personal Financial Information that is retained by Penn Foster in your account by contacting Penn Foster at **stuserv@pennfoster.edu**. If you are a learner, you may also review your Learner Records through your Learner Center account or by contacting Penn Foster at **stuserv@pennfoster.edu**. For information relating to rights you may have under applicable state law, see the Additional State Disclosures Section below.

16. Children's Privacy. The Sites do not knowingly collect information from (a) children under the age of 13 and does not offer products, services or activities targeted at children under the age of 13, or (b) individuals older than 13 but under the age of legal majority in their

state of residence whose registration or participation on the Sites has not been authorized by their parent or legal guardian. If you have reason to believe that a child has provided personal information to us, please contact us and we will attempt to remove that information from our databases.

17. Special Rule for Site Users under 18. If you are under the age of 18, you may at any time request Penn Foster to remove from the Sites any Content (as defined in the Site Terms of Use) you provide to or post on the Sites by sending your request to **stuserv@pennfoster.edu**. However, please understand that Penn Foster's removal of such Content may not be complete or comprehensive. Removal of Content may be limited to making Content no longer visible to the public or other Site Users. In addition, Penn Foster reserves the right not to remove Content you have provided if Penn Foster is required to maintain the Content pursuant to federal or state legal requirements, if the Content has been independently provided to the Site by a third party, if the Content is anonymized, or if you have been compensated for providing the Content to the Sites. Any Personal Information and Learner Records retained by Penn Foster will continue to be governed by the terms of this Privacy Policy.

18. Third Party "Linked-To" Web Sites. The Sites may contain links to third party web sites which are neither operated nor controlled by Penn Foster. This Privacy Policy does not address the information practices of those third-party web sites, and we encourage you to read the legal notices posted on such websites, including their Terms of Use and Privacy Policies. To be clear, Penn Foster has no responsibility or liability for your experience with, and the data collection and use practices of, such third-party websites. All inquiries concerning the terms and policies of third-party websites should be addressed to the third party hosting the respective website.

19. Information Security and Storage. The protection of your Personal Information is very important to us. To that end, we take reasonable steps to protect the Personal Information you share with us from unauthorized access or disclosure. However, you should know that no security measures are impenetrable and no company, including Penn Foster, can fully eliminate security risks to its telecommunications and computer systems. In addition, due to the inherent nature of the Internet as an open global communications vehicle, we cannot guarantee that information, during transmission through the Internet, will not be destroyed, hacked, hijacked, misdirected, stolen, modified or otherwise interfered with or misused. **Accordingly, your transmission of information to or through the Sites is at your own risk.**

20. Retention Period. We retain your Personally Identifying Information, Personal Financial Information, and Learner Records for as long as we have a relationship with you. When deciding how long to keep this information after our relationship with you has ended, we take into account our legal obligations. We also retain records to investigate or defend against potential legal claims. If there is any information that we are unable to delete entirely from our systems for technical reasons, we will put in place appropriate measures to prevent any further processing or use of the data.

21. Rights to "Opt Out" of Online Communications. If you are receiving emails, texts or similar online communications from Penn Foster, it is because you consented or we understood from your participation on our Sites that you were interested in receiving ongoing information from us. If at any point you no longer wish to receive such communications, you may at any time "unsubscribe" from these communications by following the 'opt out' directions to be found at or near the end

of the communication. Learners can also "opt out" from certain communications on the Learner Center by editing their personal account preferences. If you have any questions about the opt-out process, you can contact us at stuserv@pennfoster.edu. Please note that if we have already shared your personal contact information with one of our business partners, unsubscribing from our communications list will not prevent these third parties from continuing to email or text you. You will have to send an opt-out request to those third parties directly. Opportunities to "opt out" from receiving emails and texts are usually found on these companies' websites or at the end of their emails or texts.

22. Additional State Disclosures. This section provides information required under various state privacy laws about how we handle certain personal information we have collected, used, and disclosed.

Collect. As we describe in more detail in the section above titled Categories of Personal Information We Collect, we collect personal information online and offline directly from consumers, automatically when consumers use the PENN FOSTER website or contact PENN FOSTER by phone, and from third parties (such as from our sister companies) and have collected the following categories of personal information in the past 12 months:

• Identifiers, such as your name, email address, or IP address.
• Information that identifies, relates to, describes, or is capable of being associated with you, including your address or phone number (and other data elements listed at Cal. Civ. Code 1798.80(e))
• Commercial information (e.g., records of products or services purchased, obtained, or considered).
• Protected classification characteristics under California or federal law, such as age.
• Internet or other similar network activity,

such as information on your use of the PENN FOSTER website.
• Geolocation data.
• Audio, electronic, visual, thermal, olfactory, or similar information.
• Professional or employment-related information.
• Sensitive information, as defined under applicable law, such as your Social
• Social security number, demographic information, account login credential and passwords, and credit card or debit card information.

Use. The section above entitled Use of Information discloses how the categories of personal information we collect are used.

Disclose. As we describe in more detail in the above Disclosure sections, we may disclose the following categories of your personal information for business purposes with funding services, payment processing services, background check services, placement/externship services, and employment/hiring partners, advertisers and affiliate sister companies, or other business partners: (1) identifiers, (2) information that identifies, relates to, describes, or is capable of being associated with you, including your address or phone number (and other data elements listed at Cal. Civ. Code 1798.80(e)), and (3) professional and employment-related information. We may also disclose the following categories of personal information for business purposes with advertisers: (1) identifiers and (2) Internet or other similar network activity. We do not use or disclose sensitive Personal Information for purposes other than permitted under applicable local law.

Certain laws also require us to provide you with information about certain disclosures of personal information to third parties, where the disclosure involves monetary or other consideration. Some laws treat these disclosures as "sales" of information, even if no money changes hands. Some of the disclosures

we have made in the last 12 months may constitute "sales" or "sharing" for cross-contextual behavioral advertising under local law and involve the disclosure of the following types of personal information to partners, advertisers, and our affiliate sister companies: (1) identifiers; (2) information that identifies, relates to, describes, or is capable of being associated with you, including your address or phone number (and other data elements listed at Cal. Civ. Code 1798.80(e)), (3) professional and employment-related information; and (4) Internet or other similar network activity. We disclose this information to contact you regarding products and services in which we believe you may be interested, including through personalized marketing and advertising.

Under applicable local law, you may have certain additional rights regarding the Personal Information we hold about you. Depending on where you live, and subject to certain exceptions, you may have the right to make the following requests, at no charge:

- **Copy:** You may request, up to twice every 12 months, a copy of the specific pieces of Personal Information that we have collected, used or disclosed about you in the prior 12 months and to have this delivered, free of charge, either (a) by mail or (b) electronically in a portable and, to the extent technically feasible, readily useable format that allows you to transmit this information to another entity without hindrance.
- **Correct:** You may request the correction of your Personal Information that we have collected about you if it is inaccurate or incomplete.
- **Deletion:** You may request the deletion of your Personal Information that we have collected about you.
- **Know:** You may request that we provide certain information about how we have handled your Personal

Information, including the categories and sources of Personal Information we collect, the purposes for which we collect and disclose that information, and the categories of third parties to whom we disclose that information for a business purpose as well as the associated categories of disclosed Personal Information.

To exercise any of these rights, please submit your request at **PFdatarequest@pennfoster.edu** or call us at **1-800-214-5231**. We may need to verify your identity before completing your rights request by, for example, requesting additional information from you. You may designate an agent to make a request on your behalf. That agent must have access to your account in order for us to verify the request. The agent must also provide proof that you gave the agent signed permission to submit the request on your behalf.

You may also have a right to appeal a decision we make relating to requests to exercise your rights under applicable local law. To appeal a decision, please contact us by emailing **PFdatarequest@pennfoster.edu**.

You may also have the right to opt out of the use of your Personal Information for targeted advertising, as that term is defined under applicable law. You may exercise your right to opt out of the use of your personal information by clicking here and following the instructions.

Where applicable, you may exercise your right to opt out of "sales" by clicking this **Do Not Sell or Share My Personal Information link** and following the instructions. We do not knowingly "sell" or "share" personal information from consumers under 16 years old.

Non-Discrimination. We will not discriminate against you, including by

denying or providing a different level or quality of goods or services should you choose to exercise your options under applicable state law.

Please contact us at the contact information below, if you have any questions regarding this Section.

23. Construction of Privacy Policy. This Privacy Policy supersedes any other representations, agreements, statements or understandings with respect to the terms pursuant to which Penn Foster collects, stores and uses information relating to you which is collected by the Sites. This Privacy Policy may not be modified, extended, limited, waived or terminated except with the written consent of Penn Foster. If any portion of this Privacy Policy is deemed void or unenforceable, then that provision shall be deemed severable from the Privacy Policy and the remaining terms shall remain in full force and effect. The word "including" shall be construed to mean "including but not limited to."

24. Modification to Privacy Policy. As noted above, Penn Foster reserves the right to modify this Privacy Policy at any time and will notify Users by posting the modified version of its Privacy Policy on this webpage. Under certain circumstances, we may also elect to notify registered Users of changes or updates to this Privacy Policy by additional means, such as posting a notice on the front page of the Sites or by sending you an e-mail but you should not rely on receiving such additional notice.

SECURITY

PENN FOSTER website(s) have security measures in place to protect against the loss, misuse, and alteration of the information under our control. We utilize industry standard SSL encryption when accepting your credit card information during the online sign-up process.

QUESTIONS or CONCERNS? Penn Foster is the controller responsible for the Personal Information it processes about you. **If you have any questions or concerns about this Privacy Policy or its application, or for general questions about the Sites, please contact Penn Foster at stuserv@pennfoster.edu.**

NON-DISCRIMINATION STATEMENT
Penn Foster High School does not discriminate in admissions, access to, operation of, treatment or employment in its programs and activities on the basis of race, color, national origin, religion, creed, ethnicity, disability, age, marital status, sex, gender, sexual orientation, gender identity, veteran status, or any other legally protected status.

ACCOMMODATING STUDENTS WITH DISABILITIES
Penn Foster High School believes in opportunity for everyone. Therefore, the school strives to meet the needs of all students by providing instructional support and student services which will enable them to reach their maximum potential.
Penn Foster High School complies with Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR part 104 (barring discrimination on the basis of disability), and the Americans with Disabilities Act (ADA) of 1990 and the implementing regulations in 29 CFR part 1630 (1991). The school will offer a reasonable accommodation for any qualified student with documented disabilities provided the accommodation does not pose an undue hardship on the school or does not force the school to fundamentally alter the educational course, compromise its academic standards, or place the disabled individual in a better than equal position with nondisabled students. Students must complete the ADA form which is available on the Learner Center and submit it along with documented evidence of disability to ADArequest@ pennfoster.edu to be eligible for any

PENN FOSTER
HIGH SCHOOL

/ CORE **VALUES**

BE A STUDENT **ACHIEVEMENT CHAMPION**.

PROVIDE SERVICE WITH **UNDERSTANDING, RESPECT** + **EMPATHY**.

BE **RESPONSIBLE** + ACT WITH **INTEGRITY**.

COLLABORATE TO CREATE BETTER OUTCOMES.

SURPRISE + **DELIGHT**.

TAKE CARE OF THE **EARTH** + **COMMUNITY**.

accommodations. All completed requests for accommodations will be reviewed by the ADA Review Committee within five (5) business days. Students will receive written communication outlining the decision of the committee.

CAREER ASSISTANCE

Penn Foster offers resources to current students and alumni to help with career planning and job search efforts. The Learning Resource Center, which is located in the library, includes guides for career planning, instructions for writing a winning resume, tips and advice to succeed at a job interview and how to follow-up after the interview, and information on negotiating and understanding compensation levels and offers. Penn Foster High School Diploma is a proprietary program. You are solely responsible for ensuring that the program and program award satisfy the education requirements of potential employers, desired postsecondary institutions, and all other relevant agencies. Neither job placement nor postsecondary admission are guaranteed to graduates upon program completion.

Students can take additional courses to meet high school graduation requirements in their respective states. Students and their parents/guardians should always review local education laws and guidance to make informed decisions on graduation requirements and postsecondary acceptance eligibility.

SCHOOL CALENDAR

Penn Foster High School operates 12 months of the year. Penn Foster Business Hours (including Student Service Center and instructor availability) are Monday through Friday from 9:00 a.m. to 6:00 p.m. E.T. Call 1-888-427-1000 for instructor and student service inquiries and 1-800-471-6200 for admission inquiries, and for current student service inquiries. The school is closed for 8 holidays during the year. The holidays usually include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. Also, Penn Foster holds select in-service hours throughout the year for meetings and professional development.

Penn Foster does not have a traditional academic calendar because programs are self-paced and students can enroll at any time.

MILITARY GRANT

Penn Foster recognizes those who serve in the military. We have special offers for active duty military, veterans, and their dependents for many Penn Foster programs. Please call 1-800-275-4410 to speak with an Admissions Specialist for more details.

Eligibility Requirements:
- Discharge papers (DD214 – Honorable Discharge)
- VA Certificate of eligibility
- VA Statement of Benefits
- Current military orders

Military Grant Terms and Eligibility:
- All active duty military members, veterans, and their dependents are eligible for a post-enrollment Institutional Grant of 30% of the total enrollment.
- The grant will be applied post-enrollment for students who are able to provide the above documentation at the time of enrollment and will be applied to the account balance.
- Students who do not have

the documentation at the time of enrollment or who enroll online will have 60 days to supply the eligibility documents for their grant to be applied.

Veterans and Eligible Dependents

Effective October 31, 2022, Penn Foster College is no longer accepting new enrollments from veterans or their dependents who wish to use their GI Bill® or VR&E benefits as payment for their educational program(s). This change also impacts students who planned to re-enter after a withdrawal from school or those who are considering changing their program of study.

Satisfactory Academic Progress Policy Standards of Progress:
Learners are expected to successfully complete each lesson in order within a module before moving on to the next. Learners are given three years to complete their coursework. Learners may progress at their own individual progress to move quickly throughout their programs but are contractually required to complete it within the timeframe outlined in their enrollment agreement. Learners may request paid extension of six months each. If not completed within that time, students wishing to continue will be reenrolled as a new student and any coursework that is transferable will be carried over to the new account, and the lesson count and price will be reduced accordingly.

Students must have an overall lesson average of 65% or higher to graduate and receive their diploma and transcripts. Learners who do not demonstrate satisfactory academic progress may be placed on academic advisement, probation, or potentially cancelled from their program.

Academic advisement is defined as three consecutive modules of study within a learner's program in which a student's overall lesson average is below 65%. At such time, the Academic Review Board will be made aware of the student's account and the account will be placed on academic advisement. Every attempt will be made to outreach to the student in an effort to provide academic support or tutoring. If the student, moving forward, has two additional, consecutive modules below 65%, the Academic Review Board will, with the approval of the Director of Academic Policy, place the student on academic probation. A student can be removed from academic probation by having an overall lesson average of 65% or higher on two consecutive additional modules of study within their program. If, however, the student fails any two additional modules of study, the student will at that time be academically cancelled. The learner will be notified in the mail, and the Refund Policy will be applied.

Transaction Act of 2018. Students enrolled by October 31, 2022 and electing to use VA benefits under Chapter 33 and Chapter 31 must provide a Certificate of Eligibility, a Statement of Benefits, or VA Form 28-1905 along with any other pertinent documents, before having their completed coursework certified for VA reimbursement.

ANSWERS TO QUESTIONS YOU MAY HAVE

Q. Where can I find my student number?

A. The number is on your Student ID card (see page 4 for information on your ID card). Your student number will also be on the shipping labels of your future lesson shipments.

Q. How often do I get access to new course material online?

A. Additional lessons become available as soon as you complete certain exams. That's why it's important to submit your exams for grading as soon as possible.

Q. How do I submit exams?

A. You'll submit your exams online using the Penn Foster exam system. Log on to your Learner Center. Click **Take Exam** within the lesson you're ready to complete.

Q. Do I need to complete all lessons on my record?

A. Yes, including all retakes for any written exam.

Q. What if I change my address?

A. The easiest way to change your address is to log on to your Learner Center on **https://my.pennfoster.com/StudentLMSPFX**, make the necessary changes, and save.

Q. How do I make payments?

A. If mailing in your payment, please send to:

> **Penn Foster High School**
> **200 Hickory Street**
> **Scranton, PA 18505**

Please be sure to include your student number on all payment materials. Allow one week for your account to be updated.

Q. Are all students required to submit transcripts?

A. No. You should submit a transcript only if you are seeking credit for high school coursework already completed.

Q. What is Penn Foster's Policy on Foreign Transcripts?

A transcript submitted from a country, whose main language is not English, must be translated to English and properly notarized that the translation is official.

Q. When should I send in my transcript?

A. If you did not mail your transcript with your Enrollment Form, you should contact your former high school and request an official transcript be sent to Penn Foster High School immediately. All transcripts are reviewed and evaluated and you will be notified by mail if you have been awarded transfer credits. Please allow up to four weeks from the time you mailed your transcript to receive your Transfer Credit Evaluation. If you have not received an evaluation in that time, please contact Penn Foster High School.

Q. Will I receive credit for all of the high school course work on my former transcript?

A. Not necessarily. Transfer credits may be awarded for comparable high school courses in which a full credit was earned. Since high school programs vary, including grading scales, the final determination of transfer credits will be determined by an official Penn Foster transcript evaluation. The maximum number of transfer credits allowed is 16. We reserve the right to modify financial and academic credit deductions if official transcripts do not reflect successful completion of comparable courses.

Q. As I progress through my studies, how do I know how many credits I have?

A. With the exception of Foundations of Personal Growth, Learning Success through Technology, each of which is worth .5 credit, for every subject that you successfully complete with an overall lesson average of 70% (65% effective May 1, 2012), or above, you earn one credit.

Q. What happens if I don't pass a subject?

A. Once you complete all of your scheduled assignments, including your electives, your record will be reviewed by our staff. If you have not passed certain subjects, you will receive notification of new subjects or alternate exams you can take to make up the credits. There is a fee for makeup subjects and alternate examinations. The amount depends on the number of subjects you need to make up. Your notification letter will include the amount of the fee.

Q. Are any Penn Foster courses mandatory for all students?

A. High School course requirement as of March 1, 2014. Today's world requires every citizen in every industry to communicate effectively. Penn Foster High School's goal is to ensure that our students receive an education that provides the tools to do just that. In order to accomplish this goal, all high school students are required to complete our **English 3: Analyzing Texts and Building Compositions** course. This

course requires completion of assignments and assessments designed to assess a student's preparedness to succeed in career and college. In addition to identifying valuable communication tools, students are also required to demonstrate their writing skills through completion of a graded writing assignment.

Q. Can a student's enrollment be academically canceled by the school?

A. Yes, if a student earns a significant number of failing grades, the student record is subject to an evaluation by the Academic Review Board. Since failing grades are an indication that the program is not serving as a productive learning experience, the Board may rule in favor of termination of the enrollment. Students are notified by letter when an enrollment is canceled by the Academic Review Board. Standard cancellation terms apply. A student's enrollment can also be canceled for serious violations of academic integrity, such as, cheating or plagiarism.

Q. What is your cancellation policy?

A. The cancellation policy is provided in detail on page 7 and on the Enrollment Agreement you signed. A copy of your Enrollment Agreement will be returned to you after your application is approved.

Q. How long will it take me to complete my program and receive my High School Diploma?

A. You are free to proceed through the program at your own pace. You have up to three years to complete your lessons. (If it seems you will need to take longer than three years to complete your program, you may contact Penn Foster High School and request an extension. Your request will be given careful consideration.) Upon graduation, you will receive an email to your email address on file, which will grant you access to your Diploma in both electronic and print formats via the Parchment online system. You will receive an email from Parchment with instructions on how to navigate the system and verify your personal information. Once confirmed, and electronic copy of your digital Diploma will become instantly accessible, allowing you to send a copy to employers, schools, and to share to multiple social media platforms. The paper copy of your Diploma will then be sent to you via USPS Priority mail. Please allow up to three weeks for delivery of your paper Diploma.

Q. Will my diploma qualify me for entrance into the armed services?

A. Military enlistment hinges on a variety of factors, and recruiting requirements vary from region to region and from day to day. Therefore, inquire at your local recruiting station if you plan to enter the service.

Q. Will all colleges and employers accept my diploma?

A. Many of our graduates have been quite successful in going on to institutions of higher learning or receiving job promotions as a result of earning their diplomas. However, if you plan to attend college or seek a particular job, you should find out the entrance requirements. Some colleges and employers require a diploma earned through a resident program. The Penn Foster High School Diploma is a proprietary program. You are solely responsible for ensuring that the program and program award satisfy the education requirements of potential employers, desired postsecondary institutions, and all other relevant agencies. Neither job placement nor postsecondary admission are guaranteed to graduates upon program completion. Students can take additional courses to meet high school graduation requirements in their respective states. Students and their parents/guardians should always review local education laws and guidance to make informed decisions on graduation requirements and postsecondary acceptance eligibility.

Q. Do I have to take ACT and SAT examinations?

A. Only if you plan on going to college. These exams are NOT given through Penn Foster. Students can go to www.collegeboard.com. Also, be sure to check with the college you plan on attending to see if any special admission tests are required.

Q. What is the school code?

A. The Penn Foster High School Program code number is 394413. You may need this number to complete forms for the ACT or SAT college entrance examinations.

Q. Is the school accredited?

A. Yes. Penn Foster High School is accredited for grades 9 through adult by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools located at 3624 Market Street, Philadelphia, PA 19104. Penn Foster High School is also accredited by Cognia.

Expectation
All Penn Foster High School students are expected to conduct themselves with the highest academic and ethical standards. Failure to do so will result in disciplinary action.

STUDY TIPS AND TAKING YOUR EXAMS

When you complete a lesson, you must also complete and submit an exam using the Penn Foster online exam system. Most exams consist of multiple-choice questions. Lessons also feature helpful self-checks, such as flash cards and self-tests you can use to determine how well you understand the new concepts you have learned. Future lessons become available online when you submit exams, so avoid delays in your studies by submitting exams promptly.

USING YOUR PROGRESS-TRACKING AND GOAL-SETTING TOOLS
The embedded progress-tracking and goal-setting tools help you stay organized and on track with your studies. Use it to create a customized exam schedule so you can finish your program when you want to, track your progress, and set alerts for when you would like to take your next exam. Use this tool to set a study plan that works with your schedule and stick to it to reach your graduation goal!
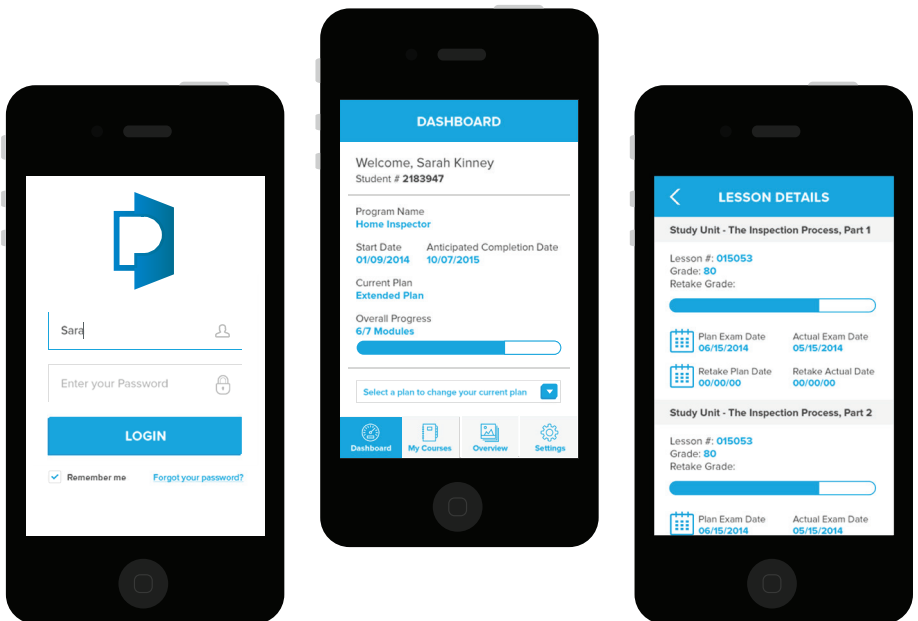
SUGGESTIONS FOR MORE EFFECTIVE STUDYING

Set up a special place in your home to do your studying and keep all your materials there, within easy reach.

Schedule your study time. Make sure it doesn't conflict with other important activities.

Frequent, brief study sessions are more effective than long, "cramming" marathons.

Make sure to do all the self-test exercises in your lessons.

TIPS ON COMPLETING YOUR EXAMS

When it comes time to take your exam, make sure you follow the directions carefully. If you don't understand what you are supposed to do, don't hesitate to call Penn Foster High School and ask for help.

SUBMITTING YOUR EXAMS

You must submit all exams online using the Penn Foster exam system that you access from your Learner Center.

To access an exam, click on **Take Exam** section within the appropriate lesson title. If the exam involves an essay or a writing assignment, you'll be asked to attach a file of the assignment to submit it to the school.

Read each question carefully before you choose your answer. If you're unsure of an answer, you can mark the question for review by clicking a button at the bottom of the question. Before you submit the exam, you'll be able to see a summary of all of your answers and make changes if you so desire.

EXAM RESULTS

You must go to **the website** to get your evaluation. The evaluations will tell students which answers (if any) were incorrect. If you have a question or problem with your exam evaluation, contact the school immediately.

Multiple choice Exam Retake Policies

Exams Taken between May 21, 2013 and December 14, 2016	Students may retake the exam whether their score was passing or failing on the first attempt. The retake must be submitted within 30 days of the initial submission, or the first attempt will become the final grade. Students earn the higher of the two grades.
Exams taken between December 15, 2016 and October 18, 2017	Students earning a passing score on the first attempt are not eligible for a retake. If the first attempt score is failing (below 65%), students have the option to retake the exam. The highest score a student can earn on a retake exam is 65%. If a student scores below 65% on the retake exam, the student will earn the higher of the two scores.
Exams taken starting October 19, 2017	Students are given two chances to pass each exam. An exam may be retaken as soon as the first attempt has been graded; there is no waiting period. Regardless of whether the first attempt resulted in a passing or failing grade, students are given one opportunity to retake the exam and earn the higher of the two scores. This policy is effective for all open exams on a student's record as of October 19, 2017.

Students are presented with a new exam for the retake and must submit the ENTIRE retake online. The retake must be submitted within 30 days of the initial submission, or the first attempt will become the final grade.

For all other exams (subjective, non-multiple choice exams), retakes are required for a failed first attempt, and not offered if the exam was passed. The highest score a student can earn on a retake exam is 65%. The retake grade becomes the final grade.

Previous exam policies will cease as of October 19, 2017, and the above policies will apply to all open exams on a student's record on and after this date.

EXPECTATION

All Penn Foster students are expected to conduct themselves with the highest academic and ethical standards. Failure to do so will result in disciplinary action. Students who do not achieve passing grades may be subject to academic probation or dismissal.

THE PENN FOSTER HIGH SCHOOL GRADING SYSTEM:

Exams and projects will be graded on the following scale:

Lesson Grade (Percentage)	Letter Equivalent	Rating
92-100	A	Excellent
81-91	B	Good
75-80	C	Average
70-74	D	Passing

(Effective to April 30, 2012)
An overall course grade of 70%, or above, in each subject is required to graduate and earn your diploma.

Lesson Grade (Percentage)	Letter Equivalent	Rating
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
65-69	D	Passing
Below 65	F	Failing

(Effective May 1, 2012)
An overall course grade of 65%, or above, in each subject is required to graduate and earn your diploma.

"An investment in knowledge pays the best interest."

- Benjamin Franklin

GRADUATION

When you have successfully completed your program and your account is paid in full, you will achieve your goal — a High School Diploma.* To be awarded your Diploma, you must have:

- Passed all subject requirements.

- Achieved an overall course grade of 70% (65% effective May 1, 2012), or above, in each subject.

- Met all your financial obligations.*
  * All payments must be clear before diploma will be issued

TRANSCRIPTS

Copies of your Penn Foster High School transcript are available in your Learner Center. Navigate to the "Forms & Resources" menu, and click the "Official Transcript Request" button to access the Parchment Ordering Service, where you can order digital and/or paper copies of your transcript. Transcripts may be sent directly to you or to someone else (e.g. an employer or another school). You will need to have available the email or physical address where the transcript will be sent to complete the order. It is a $15.00 fee for all transcript orders.

CERTIFICATE OF PRELIMINARY EDUCATION

In accordance with 22 Pa. Code §4.73, graduates of the program 18 years of age and older may apply to the Pennsylvania Department of Education for a Certificate of Preliminary Education. The Certificate of Preliminary Education is a document produced by the Department of Education stating that the individual has satisfactorily completed an approved course of correspondence study at the high school level. There is a fee of $15.00 for the certificate. An application for the Certificate of Preliminary Education is available from Penn Foster High School. The program name on file with the Pennsylvania State Board of Private Licensed schools in High School 9-12. Letters of Recommendation Penn Foster High School will be proud to send a letter of recommendation on your behalf to other schools or potential employers. Contact our Student CARE Department for more information. (You must be a graduate of your program.)

CURRICULUM REQUIREMENTS

The Penn Foster High School Program requires completion of 21 units of credit for graduation. Each credit is equivalent to approximately 120 hours of course work. The credit requirements include 16 core subjects credits and 5 elective credits. The 16 core credits are in specified disciplines:

Startup Courses (1 credit)
(Choose 2 of 4)
Foundations of Personal Growth
Learning Success through Technology

Humanities (1 credit)
Digital Literacy

English (4 credits)
English 1: Introduction to Language Arts
English 2: Foundations of Reading and Writing
English 3: Analyzing Texts and Building Compositions
English 4: Detailed Reading and Research Writing

Math (3 credits)
General Math I
Consumer Math
General Math II

Science (3 credits)
Earth Science
Biology
Physical Science

Social Studies (3 credits)
American History
Civics
World History

Health and Physical Education (1 credit)
Fitness and Nutrition

Students may select **CareerKey**® vocational electives, academic/college prep, or general electives.

PROGRAM GOALS & PROGRAM OUTCOMES

HIGH SCHOOL (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete writing assessments
- Demonstrate the ability to complete entry-level lessons from Penn Foster career modules, academic-level electives, or general-level electives

HIGH SCHOOL WITH CONCENTRATION IN AUTOMOTIVE REPAIR TECHNICIAN (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory-level automotive repair technician courses

HIGH SCHOOL WITH CONCENTRATION IN BUILDING TECHNOLOGY—CARPENTRY (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory-level carpentry courses

HIGH SCHOOL WITH CONCENTRATION IN BUILDING TECHNOLOGY—ELECTRICAL (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory-level electrician courses

HIGH SCHOOL WITH CONCENTRATION IN BUILDING TECHNOLOGY—PLUMBING (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory-level plumbing courses

HIGH SCHOOL WITH CONCENTRATION IN CHILD CARE PROFESSIONAL (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory-level child care professional courses

HIGH SCHOOL WITH CONCENTRATION IN CULINARY ARTS (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory-level culinary arts courses

HIGH SCHOOL WITH CONCENTRATION IN HEALTHCARE (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory-level healthcare courses

HIGH SCHOOL WITH CONCENTRATION IN INFORMATION SYSTEMS TECHNOLOGY* (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory-level information systems technology courses

* You will need high-speed internet access to begin your program. You will need access to a Microsoft® Windows® based computer running Windows® 10 or later, Microsoft® 365, and an email account to complete your program with Penn Foster.

HIGH SCHOOL WITH EARLY COLLEGE COURSES (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory-level college courses

HIGH SCHOOL WITH CONCENTRATION IN BUILDING PHARMACY TECHNICIAN (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory-level pharmacy professional courses

HIGH SCHOOL WITH CONCENTRATION IN VETERINARY ASSISTANT (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory-level veterinary assistant courses

HIGH SCHOOL + ENGLISH LANGUAGE TRAINING (21 CREDITS)

Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or continue their education at college..

Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st-century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real-world problems
- Utilize writing skills to complete writing assignments

ELECTIVES AND COURSE DESCRIPTIONS

ELECTIVE SELECTIONS INCLUDE:

CAREER KEY VOCATIONAL ELECTIVES
Auto Repair Technician
Child Care Professional
Medical Administrative Assistant
Small Business Management
Veterinary Assistant

ACADEMIC/COLLEGE PREPARATION
Algebra I
Algebra II (prerequisite: Algebra I)
American Literature
Chemistry (prerequisite: Algebra I)
Geometry (recommended prerequisite: Algebra I)
Music Appreciation
Psychology
Spanish

GENERAL ELECTIVES
Business Math
Economics
English Communication
General Science
Microsoft® Word™ and Excel™

Career Key features specialized training to help you prepare for the career of your choice. If you choose to continue your career training after graduation, you'll have earned credit toward a Penn Foster Career Diploma.

COURSE DESCRIPTIONS
In this section you'll find descriptions of the core and elective subjects offered in the High School Program. Each entry features the name of the course, the number of credits you will earn, the number of examinations, and the name of any prerequisite subject.

The High School subjects and curriculum are frequently updated. Although we try to keep this listing current, it may not include the most recent changes. We reserve the right to revise the program of study and the instructional materials, and to withdraw or substitute for subjects offered.

Algebra I (1 credit)
A study of basic operations with signed numbers, monomials, and polynomials. Also includes formulas, equations, inequalities, graphing, exponents, roots, quadratic equations, and algebraic fractions.
Six exams.

Algebra II (prerequisite: Algebra I) (1 credit)
A study of algebraic functions, ratios, proportions, logarithms, variations, progressions, theorems, matrices, determinants, inequalities, permutations, and probability.
Four exams.

American History (1 credit)
Discussion of people, events, and sociopolitical forces that have shaped America, from its discovery to the present. Shows how American history affects today's events and global conditions.
Six exams.

American Literature (1 credit)
American Literature is designed to help you navigate the works that helped to shape America, particularly some of history's most notable texts and writing. The speeches, poems, and prose that you'll read in these pages helped to shape not only American writing, but also the way we read and think today. As you read through your assignments, consider how these texts are still having an impact on us, from literature to pop culture.
Five exams.

Art Appreciation (1 credit)
An introduction to various forms of art throughout history, from prehistoric to modern; also discusses elements of design, symbolism, and purposes of art to enable students to evaluate the meaning and quality of individual works. Learn about the most important artists of each era, as well as the cultural influences that shaped their approaches to painting, sculpture, or architecture.
Four exams.

Basic English (1 credit)
Fundamentals of English for effective communication. Capitalization, punctuation, grammar, and spelling are covered, with an aim toward writing clearer sentences.
Four exams.

Biology (1 credit)
This Biology course begins with a presentation on the topic of ecology. The cell and its processes are examined in detail. A discussion of genetics and evolution follows. The course provides a detailed description of the biology involved in the structure and function of both plants and animals. The course ends with a lesson on human body systems and disease.
Six exams.

Business Math (1 credit)
A review of basic math skills and principles along with a study of various business math topics such as income, maintaining a checking account, interest, installment buying, discounts, and markups.
Three exams.

Chemistry (prerequisite: Algebra I) (1 credit)
In this course, you'll learn about the composition of matter and how the same building blocks can be rearranged to form countless substances. This course will help you predict properties of different substances and the reactions that they undergo. You'll be introduced to branches of chemistry like thermochemistry, electrochemistry, organic chemistry, biochemistry, and nuclear chemistry.
Six exams.

Child Care Professional (1 credit)
Experts explain everything step-by-step: the benefits of child day care, licensing requirements, managing staff, and details on child growth and development. Features and Ages and Stages Chart and Student Observation Guide.
Eight exams.

Civics (1 credit)
Covers the rights, freedoms, and responsibilities of American citizens. Reviews the roots of American government and studies the modern US government — its branches; the Constitution and Bill of Rights; the roles of federal, state, and local governments; and political parties and elections.
Four exams.

Consumer Math (1 credit)
Study simple ways to apply mathematics to the everyday areas of life, most of them involving money: employment, purchases, home, car, insurance, savings, and investments.
Three exams.

Digital Citizenship (.5 credit)
In this course, you'll learn how to become a strong Digital Citizen. You'll learn to use technology to find information in ways that are ethical and effective. You'll be able to describe why it's important for everyone to have access to technology. By the end of the course, you'll recognize how to protect your digital privacy during online activities.
Three exams.

Digital Literacy (1 credit)
In today's digital age, technology is a powerful tool that can influence how you learn, communicate, and solve problems. Every click, every comment, and every virtual connection shapes your opportunities and experiences. This course aims to equip you to navigate this world confidently, responsibly, and creatively.

Over the course's nine modules, you'll explore everything from safe and ethical online practices to using digital tools to research, collaborate, and tackle real-world challenges. You'll learn how to make decisions about using technology, interacting with empathy in online spaces, and presenting ideas effectively.
Six exams.

Diversity Through Visual Art (.5 credit)
This course offers an overview of important works that increase awareness, understanding, and acceptance of individual and group identities. Students will explore diverse artists and works of visual art that affect our societal and human interactions, such as gender identity, race, socio-economic status, disability, sexual orientation, religion, culture, and national and ethnic origins. Through these different lenses, students will be able to gain a greater understanding of inclusivity by evaluating the experience of these groups as perceived through various art medias.
Four exams.

Earth Science (1 credit)
A study of the scientific method, the formation of the solar system, the moon's phases, the movement of the earth, plate tectonics, the formation of the oceans, and erosion. Also looks at chemical principles, rock and mineral analysis, soil formation, and weather patterns.
Six exams.

Economics (1 credit)
Compares and contrasts the economic systems that people use in various parts of the world. Discusses the function of money, the law of supply and demand, and the role of banks and government within capitalist economies.
Four exams.

English 1: Introduction to Language Arts (1 credit)
In this course, you'll learn how to adjust your speech for different audiences, improve presentations with visuals and sound, and write clearly using proper grammar and punctuation. You'll also explore how to analyze texts, find key details, and understand an author's purpose. Through practice, you'll develop skills in writing informative, narrative, and opinion pieces while using revision to make your work stronger.
Ten exams.

English 2: Foundations of Reading and Writing (1 credit)
In this course, you'll learn how to analyze texts, find key themes, and draw conclusions based on evidence. You'll also improve your writing by organizing your ideas, adding details, and editing for clarity. Grammar, punctuation,

and vocabulary will help you strengthen your communication.
Five exams and one project.

English 3: Analyzing Texts and Building Compositions (1 credit)
In this course, you'll learn how to analyze and understand texts, structure arguments, and enhance your spoken and written communication. You will also develop strategies for conducting research, citing sources, supporting claims with evidence, and improving your writing through revision. By practicing these skills, you'll be better equipped to communicate effectively in various contexts.
Five exams and one project.

English 4: Detailed Reading and Research Writing (1 credit)
In this course, you'll continue to build upon these abilities, focusing on analyzing complex texts, evaluating sources, and structuring your ideas effectively. You'll learn to synthesize information from diverse formats, refine your ability to argue with evidence, and use digital tools to enhance your work. Through continuous practice, you'll develop the skills to communicate clearly and persuasively in written and spoken forms tailored to different audiences and contexts.
Five exams and one project.

English Communication (1 credit)
Explains how to avoid grammatical errors when writing sentences and paragraphs; how to make words work for you; and how to improve your image by using the right word in the right place.
Three exams.

Fitness and Nutrition (1 credit)
This course covers a wide variety of topics to help students understand the principles of physical fitness. Topics included are nutrition basics, developing healthy eating habits, the functioning of muscles, posture, the heart and lungs, strengthening body parts, flexibility training, preventing injury, and stress management.
Six exams.

Foundations of Personal Growth (.5 credit)
Foundations of Personal Growth (.5 credit)
Every big journey begins with small, intentional steps. Whether you're setting goals, managing your time, or making decisions about your future, personal growth is the key to unlocking your potential and navigating life's challenges with confidence.

In this course, you'll explore the skills for building a balanced and successful life, including self-discipline, time management, emotional well-being, and effective communication. Through engaging modules, you'll identify your strengths, learn to

make responsible choices, and develop strategies for working with others to solve problems and achieve your goals.
Seven exams.

General Math I (1 credit)
A study of the fundamental operations with whole numbers, fractions, and decimals, preceding the more advanced topics of weights, measures, ratios, proportions, and percents.
Six exams.

General Math II (1 credit)
A review of basic mathematical skills provides the foundation for more advanced topics such as order of operations, factors, multiples, powers, roots, equations, and inequalities. Introduces geometry by covering the study of points, lines, surfaces, and solids.
Four exams.

General Science (1 credit)
In this course, students will be introduced to several branches of science and engineering, including environmental science, agricultural science, oceanography, human anatomy and physiology, biotechnology, and engineering design. This course demonstrates how basic sciences like biology, chemistry, and physics are foundational in these applied sciences.
Six exams.

Geometry (recommended prerequisite: Algebra I) (1 credit)
A study of the properties of points, lines, planes, and angles; polygons and triangles; circles; solids.
Four exams.

Introduction to Personality Types: Your Own Genius (.5 credit)
In this course, you'll explore the amazing potential of your personality. The course begins by defining personality and showing its effects on your life. You'll learn some famous theories about personality and the possible ways that personality is formed. After taking a personality test, you'll reflect on your results to understand more about yourself and your traits. Finally, you'll decide how your personality can help you to build better relationships, excel as a leader, benefit your community, and succeed in your High School program and beyond.
Four exams.

Human Relations (1 credit)
Methods of analyzing and improving relations with other people in personal life and working environments. Accents individual productivity, teamwork, working relationships, dealing with frustration, organizing, repairing relationships, and maintaining one's attitude.
Three exams.

Learning Success through Technology (.5 credit)
Learning Success through Technology (.5 credit) Technology is everywhere and it's changing how we learn, connect, and grow. But using it effectively requires more than just knowing how to click and save. Learning how to use technology effectively is about turning into a powerful tool to help you achieve your goals, collaborate with others, and take charge of your learning journey.

Throughout this course, you'll explore how to use digital tools to set and track personal goals, collaborate with others, and communicate effectively. You'll also learn how to adapt technology to your learning needs, apply feedback to grow, and stay safe and ethical in the digital world.
Eight exams.

Literature (1 credit)
Covers the reading of short stories, nonfiction, poetry, and drama. Intended to give a deeper appreciation of the relationship between literature and life, and of the pleasures and benefits of reading.
Seven exams.

Medical Administrative Assistant (1 credit)
Get a look at what it's like to work side-by-side with doctors in the rewarding healthcare field. Topics include learning strategies, time and stress management, interpersonal communication, and law and medical ethics. Includes access to learning aids and supplements.
Three exams.

Microsoft® Word™ and Excel™ (no software included) (1 credit)
Learn how to use Microsoft® Word™ to create, edit, and illustrate documents. Learn about the most widely used spreadsheet program, Microsoft® Excel.™ Excel™ can perform numerical calculations and is also useful for non-numerical applications such as creating charts, organizing lists, accessing data, and automating tasks.
Two exams.

Music Appreciation (1 credit)
Note: The music text contains references to various aspects of the personal lives of composers; this material may be offensive to some readers.
Covers appreciating music; roles of composer and listener; principles of music theory and instrumentation; historical periods; varying styles of music.
Seven exams.

Orientation (.5 credit)
An overview of the High School Program, including

such topics as your program study materials, using our website, establishing study schedules, building your vocabulary, and preparing for and taking an examination. Also provides an introduction to financial literacy, building personal and professional relationships, career exploration, and essential computer programs.
Two exams.

Personal Wellness and Self-Care (.5 credit)
This course serves as an overview of physical, emotional, mental, and social health, and how to balance all these areas. You'll learn about the unique factors that can affect your wellness, such as heredity, environment, and culture. You'll also learn about how your own decisions can affect your health and start creating a personal wellness plan to access your wellness in multiple areas.
Four exams.

Physical Science (1 credit)
A study of matter and energy: their nature and the relationships between them. Explains the role of atomic structure in chemical and nuclear reactions. Emphasizes problem solving skills and discusses the relationship between science, technology, and the environment. Covers topics such as water, the chemistry of building materials, fuels, natural and synthetic rubbers and plastics, energy in relation to motion and force, machines, sound, light, electricity, and magnetism.
Six exams.

Practical English (1 credit)
Develops writing skills by emphasizing sentence structure, paragraphs, letters, and compositions. Opens with a study of grammar, including the parts of speech, punctuation, spelling, and word usage. Explains the writing process and emphasizes an individual approach.
Five exams.

Psychology (1 credit)
Provides an introduction to the roots and the development of modern psychology. Discusses states of consciousness, and theories of intelligence, development, and personality. Also, looks at gender roles, stress, psychological disorders, and social factors that affect people in groups.
Five exams.

Reading Skills (1 credit)
A study of techniques applicable to any type of reading. Includes reviewing, predicting, scanning, finding the main idea, and drawing conclusions. Discusses how to determine word meanings by examining context clues, and differentiating fact from opinion to identify bias. Also covers poetry and fiction.
Three exams.

Small Business Management (1 credit)
Provides an introduction on how to prepare to start your own business and learn the basics of a business plan. Discusses market research and business connections.
Six exams.

Spanish (1 credit)
Includes articulate speaking, active reading, and comprehensive listening. Covers the details of Spanish vocabulary and grammar, and improves fluency through listening to and creating stories. Enables you to learn and use the language for business situations and other purposes.
Seven exams and five projects.

Sports by the Numbers (.5 credit)
Statistics play a key role in sports, including ranking schemes, player assessment, and comparisons. This course is a study of how statistics are utilized in sports and presents exciting investigations for the sports enthusiast. You'll learn about statistics used in various sports and how they relate to performance.
Four exams.

Veterinary Assistant (1 credit)
Start learning the skills you need to become a Veterinary Assistant. Topics include introduction to animal care, animal behavior, handling and restraint, and veterinary terminology. Includes access to online video, pronunciation guides, and flash cards.
Four exams.

World History (1 credit)
This course will provide a broad survey of the history of the world, from the earliest humans who emerged from Africa to the modern peoples and nations that exist today. You'll learn how people adapted to live in different environments, developed tools and technology, created political institutions to govern, and spread ideas as they interacted with one another. By following the stories of different peoples and cultures through time, you'll observe how key developments and events that took place over thousands of years have shaped the world today.
Six exams.

Written Communication (1 credit)
Written Communication will help to strengthen your basic communication skills, but it will most directly impact your writing skills. This course will refresh your understanding of the basic parts of speech, as well as the basics of grammar and mechanics, and will focus on the importance of organizing your time effectively to create documents from prewriting to final draft.
Six exams

Ownership, Governance, and Administration

OWNERSHIP
PF High School, LLC*

ADMINISTRATION
Kermit Cook
Chief Executive Officer

Frank Jalufka
Chief Financial Officer

Dr. Andy Shean
Chief Learning Officer

Terri Runyon Walker
Chief People Officer

Matt Simon
Chief Marketing Officer

Thais Lyro
Chief Product Officer

Nial McLoughlin
Senior VP and Chief Technology Officer

Jordan Thompson
General Counsel

John Dobbertin
Chief Operating Officer

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PA Private School teaching certification English
7-12, BA English Kings College,
MA English Language, Literature, and Rhetoric
Binghamton University

Brian Brown, Academic Team Lead
PA Teaching Certification Citizenship 7-12,
BA History/Secondary Ed Misericordia
University,
MA History American Military University

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PA Teaching Certification English 7-12,
BA English/Secondary Ed, Kutztown University

Mariam Dawoud, Math Teacher
PA Teaching Certification Mathematics 7-12
BS Computer Science Dalhousie University
MA Urban Education Alvernia University

Audrey Hornbacher,
B.S., Mathematics, University of the Ozarks;
M.S., Mathematics, University of Oklahoma;
Ed.D, Mathematics, The University of Oklahoma;
OK Teaching Certificate (mid level mathematics for high school credit, intermediate mathematics, advanced mathematics). Engineering
Instruction certificate, College Board AP
Calculus BC Instruction certified

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PA Private School Teaching Certification
Spanish K-12
BA Spanish Bloomsburg University

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Northridge
MA, Secondary Education, Grand Canyon
University
MA, English Education, Grand Canyon
University
North Carolina Teaching Certification, English,
grades 7-12

Penn Foster High School Advisory Council

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MA, Educational Leadership, Educational
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BA, English Education (Social Service Minor) /
Cum Laude, English/Language
Arts Teacher Education, Northern Arizona
University

Lee Sakellarides
MA, English Literature, Brooklyn College, City
University of New York
BA, Education, Indiana University

On the road to success...

- You have started on a journey toward a better future — a future that brings more money, security, and greater career satisfaction. All of us at Penn Foster High School will do everything we can to make that journey a rewarding one. But there may be times when you find it hard going...maybe your job or family is demanding more of your time, or completing your program seems too far out of reach. If you start to feel that way, just remember these important facts:

- A good way to stay motivated is to remember why you enrolled. You have a dream of building a better life for yourself, and you have already shown you have the dedication. Don't let anything stop you from achieving your goals.

- Anytime you have a problem with something in your lessons or a question about your Penn Foster High School experience, contact the school. Every student is important to us — and we want to see you achieve success. You can always turn to your instructor or our helpful Student Services staff for help.

- Use your progress-tracking and goal-setting tools to create your exam schedule, and stick to it as much as you can — but it's okay to give yourself a day off now and then, too. These might be holidays, special occasions, or just a day to "recharge your batteries." But don't take too many days off, because you want to keep moving toward graduation.

- Most of all, take pride in what you are accomplishing. So many people never try to make their dreams come true — just by enrolling, you have shown you are someone who sets goals and works to achieve them. You have much to be proud of.

GOOD LUCK from all of us at Penn Foster High School!

PENN
FOSTER
HIGH SCHOOL