

**Division of Teaching and Learning**

November 13, 2025

Ms. Qian Yin  
Potomac Chinese School  
P.O. Box 34298  
Bethesda, Maryland 20817

Dear Ms. Yin,

I'm pleased to inform you that the Potomac Chinese School has been approved as eligible to recommend students to receive high school general elective credit for successfully completing the course at your school. Students whom you recommend will earn general elective credit to be recorded on their Montgomery County Public Schools (MCPS) High School transcripts as *Outside World Language/Culture study/ (Chinese/Mandarin)*.

As you consider students to be recommended for awarding general elective credit, please keep in mind the following requirements:

- The students you recommend for credit must be enrolled in Grade 9 or higher.
- Students are awarded 0.5 general elective credit following the completion of two semesters of classes at your school.
- The students must have met course objectives, as determined by your school.
- This credit does not fulfill the world language requirement for graduation in the state of Maryland.

Please forward the names of the students to be awarded credit to the registrar of the students' respective high schools, beginning in January 2026 and again in June 2026. This information must reach the schools by the end of semester one (mid-January 2026 and 2027) or by the end of semester two (mid-June 2026 and 2027). You may send the information to the registrars via the U.S. mail or arrange hand delivery in a sealed envelope signed by an official from your school. The signature should appear on the outside of the envelope across the seal. Enclosed is a list of MCPS high schools and their addresses for your convenience. This approval is valid for two years only and must be renewed during August 2027 if you wish to continue as an approved school.

Ms. Yin, we are pleased to collaborate with your school in encouraging and rewarding student work in language and culture learning. We look forward to a productive working relationship with you and your students. Please refer questions to Mrs. Françoise Vandenplas, supervisor, World Languages via email at [Francoise\\_Vandenplas@mcpsmd.org](mailto:Francoise_Vandenplas@mcpsmd.org).

Sincerely,



Niki T. Porter  
Chief  
Division of Teaching and Learning

NTH:swm

Enclosure

Copy to:

Dr. Taylor  
Dr. Logan

Dr. Moran  
Mrs. Vandenplas