

APPLICATION FOR ONLINE COURSE ENROLLMENT

******THIS FORM IS DUE TO GUIDANCE OFFICE BY MARCH 31, 2017.
FAILURE TO SUBMIT COMPLETED FORM BY THIS DATE EXCLUDES
THE STUDENT FROM BEING ABLE TO ENROLL IN AN ONLINE CLASS******

East Grand Rapids High School strongly believes that face-to-face classroom instruction at the high school is the best learning environment for students. If the opportunity exists for students to enroll in a face-to-face course offered at the high school the student is strongly encouraged to do so. Section 21f of the Michigan School Code permits students to enroll in up to two online courses per semester.

East Grand Rapids High School strongly believes that a student should only choose an online course if (1) a desired course is not offered by East Grand Rapids High School or (2) a student's course schedule presents a conflict which prohibits the student from enrolling in a face-to-face course offered at East Grand Rapids High School. An online course should NOT be chosen if East Grand Rapids High School offers the course and the course can be scheduled in the student's daily schedule.

In addition, a student may not enroll in an online course if (1) the course is not offered for credit, (2) the student previously gained credits in the course, (3) the course is inconsistent with the student's graduation requirements or post-secondary plans, (4) the student does not possess the prerequisite knowledge and skills to be successful in the course, (5) the student demonstrated failure in previous online coursework in the same subject, (6) the course is of insufficient quality or rigor, as determined by the district, or (7) the cost of the course exceeds 1/12 of the district's foundation allowance.

Requirements:

Online learning presents challenges that are different from the face-to-face classroom experience. This form of learning requires a high degree of self-discipline and motivation; the ability to keep up with ongoing, and sometimes very demanding expectations without the constraints of a fixed time and place setting.

For a student to be successful in an online course he/she must possess the following critical characteristics: Good time management, effective communication, independent study habits, self-motivation, academic readiness, and technological preparedness. To assess your readiness to be successful in an online course read each statement below and check those that apply to you.

- I can create and maintain a study schedule throughout the semester without the face-to-face interaction with a teacher or direct supervision of an adult.
- I can ask for help, make contact with my mentor and the instructor, and describe any problems I may have with learning materials.
- I can study and complete assignments without direct supervision and maintain the self-discipline to stick to a schedule.
- I have the necessary reading, writing, math and computer literacy skills to succeed in the online course.

Available Courses:

A Statewide Online Course Catalog, maintained by Michigan Virtual University, contains the syllabi for online courses offered by any Michigan district and Michigan Virtual School. The Statewide Online Course Catalog can be accessed at www.micourses.org. Any online course in which a student chooses to enroll must be for credit, consistent with graduation requirements, backed by a Michigan Certified teacher, of sufficient quality and/or rigor, and within the cost guidelines established in Section 21f of the Michigan School Code. If not, East Grand Rapids High School may deny the student/parent request to enroll in an online course.

Cost:

If East Grand Rapids High School approves a student to enroll in an online course, the course must be one of the student's six required classes per semester. The district will pay for the cost of the course up to 1/12 of the state's foundation allowance. The student/parent will bear the cost of any online course that is taken as a seventh class.

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Student Name: _____ Date of Birth: _____ Current Grade: _____

Student Email: _____ Parent Email: _____

In which online course(s) do you wish to enroll and during which semester(s)?

SEMESTER ONE	SEMESTER TWO
Course Title #1:	Course Title #3:
Course Provider:	Course Provider:
Course Title #2:	Course Title #4:
Course Provider:	Course Provider:

Why do you want to enroll in an online course?

- East Grand Rapids High School does not offer the course
- The course is offered by EGRHS, but the EGRHS course does not fit in my schedule
- Other Reason (*Applicant must provide a reason for wanting to enroll in an online course*):

Have you previously enrolled in an online course(s)?

- No
- Yes. If so, please complete information below:

Semester(s) and year(s) of online course(s): _____

Name(s) of online course(s): _____

Provider(s) of online course(s): _____

Grade(s) earned in online course(s): _____

Student Online Contract:

Please read and initial each line below acknowledging your understanding and agreement.

_____ I will be committed to the successful completion of the online course and adhere to the course schedule as required by the instructor

_____ I understand that I must sign in at the Guidance office at the beginning of the class period during which I am assigned my online class. I am not required to remain at school during this class period, but I must sign in.

_____ I understand that I must take all tests and exams associated with an online class per the guidelines required of the online course provider. I understand midterms and/or final exams will be proctored in the Guidance office.

_____ I understand that if I drop or withdraw from an online course after enrolling an "E" will be noted on my transcript.

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_____ I understand it is my responsibility to know and meet the established deadlines set by the online course instructor. I understand these deadlines are non-negotiable and extensions are not an available option.

_____ I understand a course will be listed on my transcript by its official name and the name of the online provider. I understand the grade I earn in the online course will be part of my record and included in my cumulative grade point average.

_____ I understand that seniors who need credit for the online course for graduation must show evidence of passing by the end of the senior exam period.

Student: I have read, understand and acknowledge all the expectations and the policies as set forth in the Application for Online Course Enrollment and the Student Contract for Online Course Enrollment.

Name of Student (print)

Student Signature

Date

Parent Consent:

A "Parent Guide to Online Learning" is available on the Michigan Virtual University website at <http://www.mivhs.org/Parents>. Please review this guide and sign below if you approve of your child enrolling in an online course.

I have reviewed my child's application for online classes and support his/her enrollment in an online course(s).

Name of Parent (print)

Parent Signature

Date

Name of Counselor

Counselor Signature

Date

FOR OFFICE USE ONLY:

Name of Applicant: _____ Date: _____

Approved without reservation

Signature of Approval by Principal/Designee

Approved, but not recommended or approved for a different course/provider than chosen by student
List approved online course(s), provider(s) and semester(s) below:

Denied for reason(s) indicated below*: (Check all that apply)

- The student has previously gained the credits provided from the completion of the online course.
- The online course is not capable of generating academic credit.
- The online course is inconsistent with the remaining graduation requirements/career interests of the student.
- The student does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in the previous online coursework in the same subject.
- The cost of the course exceeds the foundation allowance
- The online course is of insufficient quality or rigor.

Name of alternate online course(s) recommended by the District that are of acceptable rigor and quality.
