



VIRTUAL SCHOOL ENROLLMENT FORM

Please e-mail to jellis@putnamcityschools.org OR Fax to (405)491-7634

SCHOOL YEAR: _____

STUDENT INFORMATION						
Student Name:	<table border="1" style="width:100%"> <tr> <td style="width:33%">Last Name</td> <td style="width:33%">First Name</td> <td style="width:33%">Middle Name</td> </tr> </table>			Last Name	First Name	Middle Name
Last Name	First Name	Middle Name				
Putnam City ID #:	Current School:					
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth:	Grade Level When Taking This Course:			
Home Address:						
Parent/Guardian e-mail address: (Primary Parent and Learning Coach)	e-mail:					
Student e-mail	e-mail:					
Guardian Information:	Name:					
Guardian Information: Alternative Phone:	☎ ()		☎ ()			
Have you ever been identified to receive Special Services? (Check all that apply.)	<input type="checkbox"/> English Language Learner <input type="checkbox"/> Special Education (IEP) <input type="checkbox"/> Gifted and Talented <input type="checkbox"/> 504 (Medical)					
Transfer: Are you attending Putnam City due to an out of district transfer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Have you ever been enrolled with Odysseyware Online Virtual School?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Is your child enrolled in the Oklahoma's Promise program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
I agree to the following expectations for Virtual School and this acknowledgment? <ul style="list-style-type: none"> • I understand that virtual school is rigorous, requires self-discipline and organization. • I understand that virtual school is not the best academic placement for all students. • <u>Failure to log into your account and complete an assignment for more than 10 days will result in a withdraw.</u> • Respond to the PC VIRTUAL Office or Online Teachers when requested. • Take all State assessments for assigned grade level curriculum at my assigned school. • Complete all courses with passing grades by semester end date or be expected to return to your site. • I only have 10 days to make a change to my schedule otherwise I understand that I must remain enrolled in the virtual course for the remainder of the semester and that I can change the course at the new semester. • Abide by all Putnam City School District rules in regard to behavior, conduct, and attendance. I understand that failure to meet the expectations listed above may result in transition out of the PC VIRTUAL program.						
Student's Signature	Date					
Parent's Signature	Date					



STATE OF OKLAHOMA STANDARD FORM
CONSENT FOR THE RELEASE OF CONFIDENTIAL INFORMATION

I understand that these records are protected under federal and State confidentiality regulations and cannot be released without written consent unless otherwise provided for in the regulations.

AUTHORIZING PERSON [] CHILD [] PARENT [] GUARDIAN [] LEGAL CUSTODIAN [] OTHER
request that information concerning:

NAME OF CHILD DATE OF BIRTH SSN

be released and authorize Putnam City School District
NAME OF PERSON OR AGENCY RELEASING INFORMATION
5604 N.W. 41st St., Oklahoma City, OK 73122

ADDRESS OF PERSON OR AGENCY RELEASING INFORMATION: INCLUDE STREET ADDRESS/P.O. BOX, CITY, STATE AND ZIP

to release to:

Odysseyware OK State Dept. of Education
NAME/AGENCY NAME/AGENCY NAME/AGENCY
300 N. McKemy Ave 2500 N. Lincoln Blvd.
ADDRESS ADDRESS ADDRESS
Chandler, AZ 85226 Oklahoma City, OK 73105
CITY, STATE, ZIP CITY, STATE, ZIP CITY, STATE, ZIP

The following information: Student Education Records
KIND AND/OR EXTENT OF INFORMATION TO BE RELEASED

For the following purpose(s): Participation in supplemental online courses

If the records to be disclosed are education records (which may include discipline records), they are maintained and released in accordance with the Family Educational Rights and Privacy Act (FERPA).

THE INFORMATION I AUTHORIZE FOR RELEASE MAY INCLUDE INFORMATION AND RECORDS WHICH MAY INDICATE THE PRESENCE OF A COMMUNICABLE OR NONCOMMUNICABLE DISEASE, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO, DISEASES SUCH AS HEPATITIS, SYPHILIS, GONORRHEA AND THE HUMAN IMMUNODEFICIENCY VIRUS, ALSO KNOWN AS ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS).

(Signature of person authorizing release) (Date)

**PUTNAM CITY SCHOOL DISTRICT
VIRTUAL SCHOOL READINESS QUESTIONNAIRE**

Putnam City School District makes every effort to assist with the change of placement for a student considering virtual school. It is critical to make a determination if virtual school will be an appropriate educational placement. Virtual school isn't for every student and to be successful a student must be independent and self-motivated. The following questions are to assist with this determination. Please answer the following questions honestly and to your best ability.

Parent/Guardian Survey:

Think about your readiness by answering the following questions:	Yes	No
1. Is the applicant a resident of the Putnam City School District?		
2. Do you have daily access to a computer or a device that has access to internet?		
3. Does the applicant have a medical alert, 504 or IEP?		
4. Has this applicant been dropped for truancy or does the applicant have an attendance pattern causing concern?		
5. Has the applicant showed signs of academic decline, failing most or all of his/her courses?		
6. Is the applicant on track to graduate with the required credits and courses?		
7. Will the applicant have parent support to provide such environment for success with online learning at home?		
8. Has the applicant been enrolled into a virtual school program in the past?		

Please answer the following questions:

1. Please explain why this student wants to enroll into an online course/courses:

2. Explain how you would like to see the virtual school program meet your child's individual needs?

3. What challenges might your student encounter with virtual school?

4. Explain the benefits for enrolling your child into virtual school courses.

Instructors with years of online teaching experience agree that students who have a successful, satisfying experience learning online share several critical characteristics. The next section is to be completed by the applicant requesting to enroll into virtual school

Student Survey:

Think about your readiness by answering these questions:	Yes	No
Good Time Management: Can you create and maintain a study schedule throughout the semester without face-to-face interaction with a teacher?		
Effective Communication: Can you ask for help, make contact with other students and the instructor online, and describe any problems with learning materials using email, texting and/or the telephone?		
Independent Study Habits: Can you study and complete assignments without direct supervision and maintain the self-discipline to stick to a schedule?		
Self-Motivation: Do you have a strong desire to learn skills, acquire knowledge and fulfill assignments in on-line courses because of an educational goal? Can you maintain focus on that goal?		
Academic Readiness: Do you have the basic reading, writing, math and computer literacy skills to succeed in the class?		
Technologically Prepared: Do you know how to open, create and/or save a document; use various technology tools (e.g., dictionary, thesaurus, grammar checker, calculator); and identify various file formats?		

Reasons why you want to take the course(s) online?

- Course(s) not available at school
- Credit Recovery
- Personal Preference
- Schedule Conflict
- Unable to attend class during the school day
- Online Learning Experience
- Credit Acceleration
- Personal Enrichment
- Graduation Requirement

Other:

I would rate my computer skill level as:

- Good
- Fair
- Poor

What do you think your biggest challenge may be?

Explain how enrolling into virtual school courses may benefit you.

I have answered all questions in this readiness questionnaire to the best of my judgment with the understanding this questionnaire may assist with making a determination for my child's best educational placement.

Parent Signature: _____ Student Signature: _____



Important Information

Next Steps

Once your application has been processed you will be contacted by the coordinator for Putnam City Schools. Orientation may be scheduled at this time for both the student and a guardian. During orientation the family will complete the Virtual School Readiness Questionnaire, begin the screening for placement and be introduced to the program. All high school students will then be referred to contact their high school counselor and schedule a meeting with the virtual school counselor to complete a credit check and course placement. After completion of course selections with your counselor or with the district coordinator the student will then be enrolled with Odysseyware.

Enrollment into Odysseyware takes 24 hours to process and course placement may take up to 3 days.

Log-in Information

Within 24 hours of enrollment, a username and password for both the Learning Coach and Student will be sent to the email address provided on the Putnam City Virtual application. If there is ever a change with the email address, please contact the Putnam City Virtual office immediately.

Orientation

Once the Student and Learning Coach each receive their usernames, they will be required to log into the Odysseyware system and complete the orientation listed on the screen. This orientation will teach both how to maneuver through the program, as well as introduce them to system features.

Curriculum

Odysseyware courses and curriculum can be challenging and require discipline from both the student's effort and through parental support. Although Odysseyware teachers are exceptional, students attending school online do not have access to the one-one-one support that students in the traditional schools receive. In addition, most of the online teachers require online portfolios and other projects to determine mastery of the objectives. Students with reading levels that are below-grade level may struggle with the curriculum and it is advised to collaborate with your child's school to determine proper placement.

Individualized Education Programs

Due to the nature of online or virtual education, not all IEP modifications can be provided by Odysseyware teachers. Teachers cannot reduce the amount of work or the number of answer choices. They can, however, allow for extra time to complete assignments. **Students with an IEP must request a meeting with the IEP team and special education teacher to complete a change of placement and IEP review.** If all team members agree that online curriculum will be educationally appropriate for the student, than the student may proceed with his or her enrollment into virtual school.

Flexible Time

The time a student spends working on coursework is flexible, but it is still required that students log in and complete work every school day.



Attendance Requirements

Students are required to log daily during the school week. Students can expect to spend up to 7 hours per day working on coursework. Late enrollees will most likely need to work longer hours in order to catch up. Per Putnam City Attendance Policy and Oklahoma state law, students will be dropped immediately following a 10 consecutive absences from virtual school. They will be referred to their regular school site for re-enrollment.

Learning Coach Responsibilities

The Learning Coach is responsible for logging the student's attendance on a DAILY basis. The Learning Coach must also ensure that students are progressing in their coursework and maintaining passing grades. If the student is struggling with the coursework, it is the Learning Coach's responsibility to make sure the online teacher is contacted.

It is also the Learning Coach's responsibility to check their webmail (described below) EVERY DAY. Important information will often be communicated with this system.

Communication

One of the Odysseyware features is the program webmail. This webmail should be used by Learning Coaches and students to communicate with the Odysseyware teachers, Odysseyware Program manager and the Putnam City Virtual Coordinator. Webmail should be checked daily for important information. Parents and/or students are expected to return phone calls and emails to Odysseyware teachers.

Odysseyware Teachers

The Odysseyware teachers are very helpful and supportive. They go out of their way to help students succeed in virtual learning. It is important that students and learning coaches communicate regularly with their teachers.

Communication with the teachers is key! If a student is struggling, the first thing they should do is contact their teacher.

Textbooks and Materials

Students may receive a shipment of supplemental materials following their placement in courses. These materials may include workbooks, textbooks, and supplemental reading books. Please note that most secondary textbooks are online. If parents desire a hard-copy textbook, the ISBN can be provided. However, it is the financial responsibility of the parent to purchase the textbook.

Technical Support

Issues with the Odysseyware program must be resolved by the Technical Support Team (1- 888-399-4267).

Required District and State Tests

Students must take all District- and State-required assessments at the Putnam City School which you live within the boundaries.