

Student Name: _____

Grad Year: _____

Online Opportunities Checklist

Enrollment Checklist

The following is a list of items required for online course enrollment. Place a checkmark in the box next to each item and note the date completed.

- Check the program you're applying for:**
- 21F** (2 or less online per semester)
 - Seat Time Waiver** (3-5 classes online per semester)
 - VLAC** (full time online)

STEP ONE: to be completed by student.

Date submitted: _____

Course(s) being taken (21F): _____

Course(s) being taken (VLAC & Seat Time):

- Application Form
- Short Essay Questions
- Print and include a copy of your most recent EDP from Career Cruising.
- Above documents submitted to Counselor *a minimum of two weeks prior to the beginning of the semester.*

STEP TWO: to be completed by counselor.

Date completed: _____

- Review Application and complete Approval Form
- Individual Four-Year Plan to meet graduation requirements (if needed)

STEP THREE: to be completed by counselor and administrator.

Date completed: _____

- Administrator approves
- Counselor recommends online course schedule
- Administrator adds student name to appropriate audit forms/database.

Online Opportunities Application

Please complete this form and return it to your counselor.

Student Name: _____ Grade: _____

Home Address: _____

City: _____ Zip: _____

Birthdate: _____ Age: _____

Are you on the free/reduced lunch program? YES NO

Name of Parent(s)/Legal Guardian	Relationship	Phone Number
Parent/Guardian Email:		
Parent Cell Number:		
Student Email	Cell Phone	

Educational Information

Current Number of Credits: _____ GPA: _____ Year of Graduation: _____

Counselor: _____ Administrator: _____

Do you have an IEP or 504 Plan? Yes No If yes, please attach documentation.

Why are you seeking an online learning option? Check all that apply and attach appropriate documentation.

- Accelerated Learning
- Working Student and/or Athlete in Training
- Social/Emotional/Family Issues Please specify: _____
- Medical Situation Please specify: _____
- Other Please specify: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Contract

Student Name: _____ Date: _____

Due to the uniqueness of an online learning program, certain standards and behaviors are expected of students enrolling in this program. Please read through the statements below and initial each statement. This application must be submitted a minimum of two weeks prior to the beginning of the semester. Please know that online coursework start and end dates may not align perfectly with Novi High School's semesters.

- ____ 1. **21F:** Student will complete the coursework ON Novi High School's campus.
Seat Time Waiver: Student will complete the coursework OFF Novi High School's campus.
VLAC: Student will complete the coursework OFF Novi High School's campus.
BOTH: Final exams must be completed at Novi High School.
BOTH: Seniors must complete coursework by their exit date in May.
- ____ 2. Student is responsible for their own transportation.
- ____ 3. Student is responsible for acquiring access to internet, a computer, and any other technology necessary to complete the course. (Exceptions may apply for VLAC.)
- ____ 4. Student **must login to online course on the State count day and 10 times within the months of October and February.** Failure to do so will result in withdrawal from the course and the option to enroll in online coursework will be revoked.
- ____ 5. Student is expected to adhere to the Novi High School code of conduct (in planner). This includes the acceptable internet use policies in place for the district.
- ____ 6. Student is responsible for successfully completing the course requirements within the time allotted. If a student neglects to actively participate in course, then grade will result in an "E" or failing grade.
- ____ 7. Student understands that anything completed within the courses can be retrieved by a mentor, counselor, or administrator at any time.
- ____ 8. Communication with the mentor teacher is required a minimum of one time per week. Failure to do so will result in online privileges being revoked.
- ____ 9. Student will adhere to the course schedules as prescribed, and understands that dropping the course will only be allowed as outlined by the provider and/or the local districts add/drop policy.
- ____ 10. Student understands that the online course will be listed on the official transcript as an online course and will be calculated as part of the GPA.
- ____ 11. Student must take the Michigan Merit Exam as scheduled (if applicable).
- ____ 12. Academic Honesty: student will follow Novi H.S. code of conduct and academic honesty policies.
- ____ 13. Student is aware of the impact that taking online courses may have on the college admissions process and NCAA eligibility guidelines.

Signatures

Student Acknowledgement: I have read and understand the expectations and policies set forth in this document. I agree to abide by the guidelines.

Student Signature

Date

Parent/Guardian Acknowledgement: I have read and understand the expectations and policies set forth in this document. I plan to support this program and expectations. I understand that participation in my child's education will help determine their likelihood of success in the program. Therefore, I will monitor and support my student and their studies. I agree to be available to discuss my child's progress and development. I understand time management and attendance is vital to my student's success. I understand acceptance into this program is a privilege and my child must uphold the contracts and policies in order to remain enrolled. Failure to follow these policies may result in dismissal from the program.

Parent/Guardian Signature

Date

Approval Form

(to be completed by Counselor)

Student Name: _____

Your application to enroll in an online learning experience has been reviewed. Please see below for the decision and explanation.

_____ Your application has been **APPROVED** and meets all the criteria set forth by Novi Community Schools and the State of Michigan for Expanded Online Learning.

Please work with your counselor to:

1. Create a four-year plan for graduation.
2. Enroll in the course
3. Pay for the course (through Melissa Matson)
4. PLEASE NOTE: State count dates typically fall on the 1st week of October and the 1st week of February. Students MUST log in to the online course(s) on the State count dates and at least 10 times during the count month. Failure to do so will result in withdrawal from the course.

_____ Your application has been **DENIED**. Please see the reason circled below.

1. Student has previously earned credit(s) for similar/same course(s).
2. The online course is not capable of generating academic credit.
3. The online course is inconsistent with the remaining graduation requirements or career interests of the pupil.
4. The pupil does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject area.
5. The online course is of insufficient quality or rigor. (Your counselor can provide appropriate options.)
6. The cost of the online course exceeds the amount a district is required to pay. (Parent/Guardian may pay difference.)
7. The enrollment request did not occur within the timelines established.
8. Student was previously enrolled in online coursework and did not follow the guidelines set forth in the Student Contract.

Counselor Signature

Date

Administrator Signature

Date