

## LWHS ONLINE COURSE CONTRACT

1. Students enrolling in online classes to satisfy graduation requirements or prerequisites must seek approval from the district prior to enrolling in an online course provided outside of the district. **The grades earned from the institution in these online classes will be placed on the student's Lake Washington High School transcript.**
2. The student must complete the "**Request for Acceptance of Out of District Credit**" form. The form is available from your counselor. Requests for acceptance of outside credit toward high school graduation may be submitted from a non-district public high school, an accredited private school, or a post-secondary institution providing non-college credit. Acceptance of such credits is limited to a total of 3 credits.
3. When your forms are complete (including signatures), meet with your counselor to review.
4. Online courses need to be approved by OSPI (Office of Superintendent of Public Instruction): <https://www.k12.wa.us/student-success/learning-alternatives/online-learning/approved-online-course-providers>. We also use Northwest Liberty School [www.NorthwestLibertySchool.org](http://www.NorthwestLibertySchool.org), a local online school in Woodinville that offers on site proctoring for free.
5. Students register with and pay the online institution directly.
6. Be aware that online courses may not prepare students to pass state assessments or to transition seamlessly to the next course level.
7. Remember that your counselor is not privy to your progress or your current grade. Students must be very self-motivated, organized and disciplined to earn online credit. If students are taking an online course to meet graduation requirements or prerequisites, please know that ordering an exam, taking the exam, and having your online school receive the exam, correct the exam, and inform LWHS of the grade earned takes several weeks. Students must allow ample time to complete the course.
  - a. **If students are using the online course to meet a graduation requirement, the online final grade must be received and posted on the LWHS transcript in order for the student to take part in the graduation ceremony.**
  - b. **If students are taking an online class to advance a level or meet a prerequisite, final grades must be received by September 1 and posted on LWHS transcript before students can advance a class.**
8. Exams must be taken in the presence of a proctor. Students must arrange for their own off campus proctor site to take exams. The site may require a fee to proctor the exam. **It is imperative that students plan ahead and follow the on-line school's procedure for requesting an exam.** Several testing sites that offer this service:

- **Lake Washington Institute of Technology:** 425-739-8115; [assessmentstaff@lwtech.edu](mailto:assessmentstaff@lwtech.edu)
- **Bellevue College:** 425-564-4006; [bcproctor@bellevuecollege.edu](mailto:bcproctor@bellevuecollege.edu)
- **Sylvan Learning Center:** (Kirkland) 425-823-6727

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Print Student Name

Grade

Student Signature & Date

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Print Parent Name

Parent Signature & Date