

ONLINE COURSE CONTRACT: 8th Graders

Process

- Step 1:** Student, parents and middle school counselor meet.
- Step 2:** Give student Appendix C and LWHS 8th Grade Online Course Contract.
- Step 3:** The middle school counselor collects the paperwork, confirms approval and sends all to LWHS counselors.
- Step 4:** LWHS counselors approve OR deny.
- Step 5:** If/When approved by LWHS counselor, family registers/pays for online approved course.
- Step 6:** Upon completion, student submits official transcript to LWHS before September 1st for advancement.

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 LWHS transcript.**
2. The student must complete the "**Request for Acceptance of Out of District Credit**" form (Appendix C). The form is available from your middle school 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 middle school counselor to review.
4. Online courses need to be approved by [OSPI \(Office of Superintendent of Public Instruction\)](#). We also use [Market Square](#) (formerly known as Northwest Liberty School), 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 at the high school.
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. 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.
8. Students must allow ample time to complete the course.
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. Advancement in the next course is subject to availability.
9. **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
 - **Bellevue College:** 425-564-4006; bcproctor@bellevuecollege.edu
 - **Sylvan Learning Center:** (Kirkland) 425-823-6727

Student Name Printed

Student Signature

Date

Parent/Guardian Name Printed

Parent/Guardian Signature

Date

Middle School

Middle School Counselor Signature

Date