

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.
2. The student must complete the "**Request for Acceptance of Out of District Credit**" form (Appendix C). The form is available from your counselor. Students may transfer up to 7 Out of District credits total, and 3 of those can be for improving grades in classes previously passed. **Courses that are not for grade improvement will be added to the student's transcript with a Pass (P) grade that does not impact grade point average.** Out of District classes may be accepted if the student can't take the same class at their school, because it's not offered, or doesn't fit in the student's schedule. To apply for credit for these out of district courses, students must be enrolled in a full schedule of classes at their current school.
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>.
5. Students register with and pay the online institution directly.
6. Please be aware that online courses may not prepare students to pass state assessments or 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.
8. Students must allow ample time to complete the course.
9. If students are using the online course to meet a graduation requirement, the final transcript must be received and the course must be posted to the LWHS transcript in order for the student to take part in the graduation ceremony.
10. If students are taking an online class to advance a level or meet a prerequisite, **final transcripts must be received by August 15th and posted on LWHS transcript before students can advance to the next class.**
11. Some online classes require a proctored exam. It is imperative that students plan ahead and follow the online school's procedure for requesting an exam. Several testing sites 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

Print Student Name

Grade

Student Signature & Date

Print Parent Name

Parent Signature & Date