

ONLINE COURSE CONTRACT: 8th Graders

Process

- Step 1:** Student, parents and middle school counselor meet.
Step 2: Student is given Appendix C and LWHS 8th Grade Online Course Contract.
Step 3: The middle school counselor collects the paperwork, confirms approval and sends to LWHS counselors.
Step 4: LWHS counselors approve OR deny.
Step 5: If/When approved by LWHS counselor, family registers/pays for the approved online course.
Step 6: Upon completion, student submits official transcript to LWHS **by August 15th.**

Contract

1. Students enrolling in an online class 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). 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.**
3. 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>.
4. Students register with and pay the online institution directly.
5. Please be aware that online courses may not prepare students to pass state assessments or transition seamlessly to the next course level at the high school.
6. 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.
7. Students must allow ample time to complete the course.
8. 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 the LWHS transcript before students can advance to the next class.** Advancement to the next course is subject to availability.
9. 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:
 - a. Lake Washington Institute of Technology: 425-739-8115; assessmentstaff@lwtech.edu
 - b. Bellevue College: 425-564-4006; bcproctor@bellevuecollege.edu
 - c. 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