

# Mason High School Online Course Enrollment Request Form

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade \_\_\_\_\_ School Year \_\_\_\_\_ Student Email \_\_\_\_\_

Course Information (fill out completely)									
Course Name: _____									
Trimester (circle tri and hour)	Tri 1	Tri 2	Tri 3		Hour: 1	2	3	4	5
Course Name: _____									
Trimester (circle tri and hour)	Tri 1	Tri 2	Tri 3		Hour: 1	2	3	4	5
Course Name: _____									
Trimester (circle tri and hour)	Tri 1	Tri 2	Tri 3		Hour: 1	2	3	4	5

- I will work at school 100% of the time
- I will work from home 100% of the time
- I acknowledge that this class will calculate into my GPA. (must initial this box)

\*\*\*NOTE: Students not on pace to complete their course at week 12 of the trimester or week 14 of the semester will be denied acceptance into additional online courses, even if originally approved.

**OFFICIAL SCHOOL RESPONSE**

\_\_\_\_\_’s request to enroll in \_\_\_\_\_ (title of course)  
for the \_\_\_\_\_ semester/trimester 201\_\_\_\_ has been \_\_\_\_accepted \_\_\_\_ denied. (Reasons for denial cited below.)

- The student already earned credits for the course (so the student would be repeating a course).
- The online course would not generate credits for the student’s transcript.
- Enrollment in the online course is not consistent with the student’s graduation requirements or with the student’s career interests.
- The student has not completed the prerequisite coursework or has not demonstrated proficiency in the prerequisite course content.
- The student has failed a previous online course in the same subject during the two most recent academic years.
- The online course is of insufficient quality or rigor. We will make a reasonable effort to find an alternative online course that meets the school’s requirements for quality and rigor.
- The cost of the course exceeds 6.67% of the minimum per pupil foundation allowance.
- The request to enroll was made outside the established time for enrollment and schedule changes.
- The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment.
- This does not apply to a request made by a pupil who is newly enrolled in the primary district.
- Other \_\_\_\_\_

If you would like to appeal this denial, you must write to Mr. Delbridge, the principal. Your letter must:

1. Include the reason (noted above) for the denial, and
2. Explain why you should be allowed to take the course.

Name of School representative: \_\_\_\_\_

# Mason High School

## Online Learning Agreement

The purpose of this agreement is to acknowledge acceptance of the identified roles and responsibilities for students and parents that request to enroll in online courses under Section 21f of the State School Aid Act.

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

The best way to reach me is email \_\_\_\_\_ phone \_\_\_\_\_

### STUDENT

- I have completed the Online Learning Readiness Rubric.
  - I agree to maintain a study schedule and spend at least \_\_\_\_\_ hours a week on each online course.
  - I agree to keep up with assignments, tests and quizzes.
  - I agree to communicate regularly with my instructor and whenever I have a problem.
  - I agree to communicate regularly with my mentor and whenever I have a problem.
  - Other
- 

### PARENT

- My child has access to a computer with Internet connection at home.
- I can arrange for my child to have regular access to a computer with Internet connection at the local library, community center or other location.
- I do not have access to a computer for my child to access online learning and request the school provide one or a place in the school to access the online learning as part of my child's school day.
- I agree to support my student's success in online learning by:
  - Setting up a study space.
  - Monitoring his/her progress.
  - Helping maintain his/her study schedule.
  - Encouraging him/her to communicate with the mentor and instructor whenever he/she has a question or a problem.

We acknowledge that we have reviewed this agreement together and understand our responsibilities.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

School Representative \_\_\_\_\_ Date \_\_\_\_\_

# Online Learner Readiness Rubric

Name:

Student Readiness	Technology Skills	Work & Study Habits	Learning Style	Technology / Connectivity	Time Management	Interest/ Motivation	Reading/Writing Skills	Support Services
1	Student has limited experience using a computer and the Internet, and has expressed a strong interest in developing more skills in this area.	Student sometimes needs reminders and assistance in completing routine assignments and has pledged to spend 5-10 hours per week on each online course enrollment.	Student beginning to demonstrate a behavior of self-directed learning and sometimes requires real-time feedback from teachers regarding course topics and assignments. Student may need support from teachers.	Student has limited access to a computer with low-speed Internet service at school or at home.	Student is beginning to demonstrate effective time management skills in doing research, basic studies and preparing for tests or quizzes.	Student has an interest in the content area of the online course offering, but has expressed concerns about enrolling in an online course or has an unrealistic attitude toward online learning.	Student is reading at grade level and has demonstrated limited proficiency with writing assignments.	Student support system is limited; parents and school personnel are somewhat supportive of enrollment in online courses.
2	Student has some computer skills and is comfortable using a word processor, email application and web browser, and is comfortable downloading information from the Internet and using other technology tools and applications.	Student sometimes needs reminders and assistance in completing routine assignments and has pledged to spend 5-10 hours per week on each online course enrollment.	Student is a self-directed learner and demonstrates a high level of comfort and skill in learning new material without requiring real-time feedback from teachers regarding basic directions and follow-up support.	Student has daily access to a computer with high-speed Internet service at home and at a convenient location in the school building before, during and after regular school hours.	Student has demonstrated outstanding time management skills while participating in a variety of clubs, student organizations and sports and work activities.	Student has a strong interest in the content area of the online course offering, is highly motivated to enroll in an online course and has a positive and realistic attitude toward online learning.	Student is reading above grade level, has strong reading comprehension skills and has demonstrated success with complex writing assignments.	Student has regular access to school-based mentoring/counseling services, strong parental support and district strong and adopted policies and identified best practices to support students as online learners.

Note: This rubric was not designed to be used as a tool to determine eligibility for enrollment in online courses, but instead to be used as a resource to help identify specific areas where students may need additional support to better ensure success.

## Online Class Options

Anatomy & Physiology A, B  
AP Biology (Sem only)  
AP Chemistry (Sem only)  
AP Environmental Science (Sem only)  
AP Physics 1 (Sem only)  
AP Physics 2 (Sem only)  
AP Physics C (Sem only)

Astronomy

**Biology A, B**

**Chemistry A, B**

**Earth Science A, B**

Environmental Science A, B

Forensic Science

Oceanography A, B

Physical Science A, B

**Physics A, B**

Veterinary Science: The Care of

Animals

Medical Terminology

American Sign Language 1 A, B

American Sign Language 2 A, B

AP Chinese (Sem only)

AP French (Sem only)

AP Spanish (Sem only)

Chinese 1 A, B (Sem only)

Chinese 2 A, B (Sem only)

Chinese 3 A, B (Sem only)

Chinese 4 A, B (Sem only)

French 1 A, B

French 2 A, B

French 3 A, B

German 1 A, B

German 2 A, B

German 3 A, B

German 4 A, B

Japanese 1 A, B

Japanese 2 A, B

Latin 1 A, B

Latin 2 A, B

Latin 3 A, B

**Spanish 1 A, B**

**Spanish 2 A, B**

Spanish 3 A, B

Spanish 4 A, B

Accounting A, B

AP Computer Science A (Sem only)

Business Ethics

Employability Skills

**Career Planning and Development**

**Career Exploration**

Foundations of Programming A, B

Game Design

Intro to Computer Programming –

Java

Intro to Computer Programming –

Visual Basic.Net

Web Design Basics HTML

**Computer Applications**

Digital Imaging and Communication

Hospitality and Tourism: Traveling the

Globe

Sports and Entertainment Marketing

**Online Learning and Digital**

**Citizenship**

**Algebra 1a, 1b**

**Algebra 2a, 2b**

AP Calculus AB, BC (Sem only)

AP Statistics A, B (Sem only)

Calculus A, B

**Geometry A, B**

Math of Baseball

**Personal Finance**

Pre-Algebra – Math Concepts A, B

Pre-Calculus A, B

Probability and Statistics A, B

Trigonometry

**Math Models A, B**

**Financial Math**

AP English (Sem only)

Composition

**English 9 A, B**

**English 10 A, B**

**English 11 A, B**

Mythology and Folklore- Legendary

Tales

British Literature

American Literature

World Literature

Intro to Literature

Journalism

Literature

Reading for College Success

Anthropology - Introduction

AP Human Geography (Sem only)

AP Macroeconomics (Sem only)

AP Microeconomics (Sem only)

AP Psychology (Sem only)

AP U.S. Government (Sem only)

AP U.S. History (Sem only)

AP World History (Sem only)

Archaeology: Detectives of the Past

**Civics**

World Religions: Exploring Diversity

**Economics**

Leadership Skills Development

Entrepreneurship

Criminology

Personal Finance

Philosophy: The Big Picture

**Psychology**

**Sociology**

Health Education

**U.S. History A, B**

**World History**

**Human Geography A, B**

AP Art History (Sem only)

Art Appreciation

**Introduction to Art**

**Art History**

Film Studies: American Film Survey

Film Studies: Directors of the Golden

Age

Music Appreciation: Enjoyment of

Listening

**Foundations of Personal Wellness A, B**

**Healthy Living A, B**

**Shaded classes indicate E2020**