

## APPLICATION FOR ONLINE COURSE ENROLLMENT

Spring Lake Public Schools strongly believes that face-to-face classroom instruction is the best learning environment for students. In Section 21f of the Michigan School Code students in fifth grade through twelfth grade are permitted to enroll in up to two online courses per Trimester. A student may not enroll in an online course if 1) the student has previously gained the credits provided from the completion of the online course; 2) the online course is not capable of generating academic credit; 3) the online course is inconsistent with the remaining graduation requirements or career interests of the student; 4) the student does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject; and 5) the online course is of insufficient quality or rigor. If a district denies a student enrollment because the online course is of insufficient quality or rigor, the district shall make a reasonable effort to assist the student to find an alternative online course in the same or similar subject that is of acceptable rigor and quality.

### **Requirements:**

Online learning presents challenges that are different from the face-to-face classroom experience. This type of learning requires a high degree of self-discipline and motivation, the ability to keep up with ongoing, sometimes very demanding expectations without the constraints of a fixed time and place setting, and the ability to deal with isolation that may occur from this form of individual learning.

To be successful in an online class, a student must be a self-starter with a strong sense of direction and the ability to set goals and follow through. A successful online student will work independently, stay on task and maintain a regular schedule of logging on and keeping up with readings, course assignments, homework and other expectations. The content of online courses is generally as rigorous as that found in a face-to-face classroom course. An online class is different, not necessarily easier or harder, and the added factor of self-motivation and self-discipline may cause additional challenges.

### **Available Courses:**

A Statewide catalog, maintained by Michigan Virtual University, contains the syllabi for online courses offered by any Michigan district and the Michigan Virtual School. Any online course in which a student chooses to enroll must be for credit, consistent with graduation requirements, and of sufficient quality or rigor. If not, Spring Lake may deny the student and parent/guardian request to enroll in an online course.

### **Cost:**

If our school approves a student to enroll in an online course, the course must be one of the student's six required classes per **Trimester**. The district will pay for the cost of the course, but it may not exceed 1/18<sup>th</sup> (\$393.11) of the district's foundation allowance per pupil payment as calculated in the State School Aid Act. The student/parent will bear the cost of any online course taken in addition to the student's full-time class schedule.

**APPLICATION FOR ONLINE COURSE ENROLLMENT**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade 14-15: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_ Student Email: \_\_\_\_\_

**In which online course(s) do you wish to enroll and during which Trimester(s)?**

<b>Course Title #1:</b>	<b>Course Title #3:</b>	<b>Course Title #5:</b>
Course Provider:	Course Provider:	Course Provider:
Semester of Enrollment:	Semester of Enrollment:	Semester of Enrollment:
Cost of Course:	Cost of Course:	Cost of Course:
<b>Course Title #2:</b>	<b>Course Title #4:</b>	<b>Course Title #6:</b>
Course Provider:	Course Provider:	Course Provider:
Semester of Enrollment:	Semester of Enrollment:	Semester of Enrollment:
Cost of Course:	Cost of Course:	Cost of Course:

**Why do you want to enroll in an online course?**

- Spring Lake Intermediate/Middle School does not offer the course.
- The course is offered by SLIS/SLMS, but the course does not fit in my schedule.
- Other Reason *(Applicant must provide a reason for wanting to enroll in an online course):*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you previously enrolled in an online course(s):**

- No
- Yes. If so, please complete information below:

Date of online course(s): \_\_\_\_\_

Name of online course(s): \_\_\_\_\_

Grade earned in online course(s): \_\_\_\_\_

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**For a student to be successful in an online course he/she must possess the following critical characteristics: Good time management, effective communication, independent study habits, self-motivation, academic readiness, and technological preparedness. Even students who are very successful in face-to-face courses can struggle in online courses because the student must be very self-directed, highly motivated to succeed, and diligent in managing one’s time. To assess your readiness to be successful in an online course, read each statement below and check those that apply to you.**

- I can create and maintain a study schedule throughout the trimester without the face-to-face interaction with a teacher or direct supervision of an adult.
- I can ask for help, make contact with other students and the instructor, and describe any problems I may have with learning materials.
- I can study and complete assignments without direct supervision and maintain the self-discipline to stick to a schedule.
- I have a strong desire to learn skills, acquire knowledge, and fulfill assignments in online courses because of an educational goal and maintain focus on that goal.
- I have the necessary reading, writing, math, and computer literacy skills to succeed in the online course.

**Explain what you plan to do to ensure that you complete the activities, assignments, and assessments of an online course successfully and on time.**

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**Once this form is completed, please submit to the counseling office in the school where your child is enrolled.**

**FOR OFFICE USE ONLY:**

**Name of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved: List approved online courses and trimester below**

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**Denied for reason(s) indicated below\*:** *(Check all that apply)*

- The student has previously gained the credits provided from the completion of the online course.
- The online course is not capable of generating academic credit.
- The online course is inconsistent with the remaining graduation requirements or career interests of the student.
- The student does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject.
- The online course is of insufficient quality or rigor.

List the name of alternate online course(s) recommended by the District that are of acceptable rigor and quality.

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*\*If a student’s request to take a course online is denied, the students and parents may appeal the decision by writing to the superintendent of the Ottawa Intermediate School District.*