

Mason Virtual Academy Online Course Enrollment Request Form

School Year: _____ Student Name: _____ Grade: _____

Does your student have an IEP or 504 Plan? _____

I would like to request (**choose one: full time or part time**) enrollment in online courses in Mason Virtual Academy, MAVA, and I understand that this is just a request and that enrollment is not guaranteed. If part time, what classes are you requesting? _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Mailing address: _____

Parent/Guardian Signature of Consent for Online Enrollment: _____

Please return form to the main office. Questions? Please call 734-848-9350

OFFICE USE ONLY-Check all that apply to student:

- The virtual course(s) requested are inconsistent with the remaining graduation requirements
- The virtual course(s) requested are inconsistent with the career interests of the student
- The student has not completed the prerequisite coursework for the requested virtual course(s)
- The student has not demonstrated proficiency in the prerequisite course content
- The student has failed a previous virtual course in the same subject during the two most recent academic years
- The virtual course enrollment request did not occur within the same timelines established for enrollment and schedule changes for regular courses
- 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 district.
- The course has reached capacity and the district has restricted enrollment to resident applicants
- The district does not support the enrollment in more than two (2) virtual courses in an academic term, semester, or trimester

If any of the above apply to the student, then the student is DENIED virtual enrollment.

****SEE REVERSE SIDE****

STUDENT HAS BEEN DENIED FOR VIRTUAL ENROLLMENT

If a pupil is denied enrollment in either of the first two virtual courses requested by the pupil, the pupil may appeal the denial by submitting a letter to the superintendent of the intermediate school district. The letter of appeal shall include the reason provided by the denying district for not enrolling the pupil and the reason why the pupil is claiming that the enrollment should be approved. The intermediate school district superintendent or designee shall respond to the appeal within five business days after it is received. If the intermediate school district superintendent or designee determines that the denial of enrollment does not meet one or more of the reasons specified above, the pupil shall be allowed to enroll in the virtual course.

STUDENT HAS BEEN APPROVED FOR VIRTUAL ENROLLMENT-please complete the following:

Is the student enrolled in more than 2 virtual classes for the academic term? (circle: YES or NO)

NO –

- Parental consent has been given for enrollment of online courses
- List the online courses:

YES –

- Parental consent has been given for enrollment of online courses
- EDP is on file
- List the online courses:

Teacher Signature: _____ Date: _____