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Section 21f - Online Course Enrollment Request Form

PLEASE PRINT CLEARLY

<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Last Name	First Name	Male/Female (circle one)	Grad Year	Date of Birth	Student ID#
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	(IEP) (504) (N/A) (circle one)
Address	City	Zip Code	Student Phone		
<hr/>	<hr/>	<hr/>	<hr/>		
Student Email	School Attending			Grade Level	
<hr/>	<hr/>			<hr/>	
Parent Name	Parent Email		Parent Phone		
<hr/>	<hr/>		<hr/>		
1 st Semester Class 1	<hr/>		2 nd Semester Class 1	<hr/>	
<hr/>	<hr/>		<hr/>	<hr/>	
1 st Semester Class 2	<hr/>		2 nd Semester Class 2	<hr/>	
<hr/>	<hr/>		<hr/>	<hr/>	
I have read the Online Course Regulations (reverse page), and understand them, and agree to follow them.					
Forms must be submitted to Melissa Curth.					
Yes No					
Students MUST have an Educational Development Plan on file to take a 21F course <input type="checkbox"/> EDP on file					
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Student Signature	Date	Parent Signature	Date		

Official School Response

The student's request to enroll in the above course(s) for the following school year have been accepted denied
(Reasons 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 does not have the prerequisite knowledge or skills for the course.
- The student has failed a previous online course in the same subject.
- The cost of the course exceeds 1/12th of the school's foundation allowance.
- The request to enroll was made outside the established time for enrollment and schedule changes.
 - Semester 1 Deadline: _____ Date Form Received _____
 - Semester 2 Deadline: _____ Date Form Received _____

Please direct questions related to this denial to your counselor: _____ at _____ (contact info).

Counselor Signature: _____ Name Printed: _____ Date: _____

Principal Signature: _____ Name Printed: _____ Date: _____

Please return completed request form to student's counselor.
Counselor to send approved form to Troy College and Career High School for enrollment

[Type text]

SECTION 21f – ONLINE COURSE REGULATIONS

Description: This online course enrollment option is available to students in grades 6-12. Students are eligible to enroll in **up to two online courses** (core or elective) during **an academic term**. Enrollment into the online course(s) will **reduce the student's in-seat class schedule** by up to two core and/or elective classes and will be used to fulfill graduation requirements. The public local district is responsible for paying the expenses associated with the online course(s) and providing online students the same rights and access to technology as they provide to all other students. *(Michigan Department of Education, Section 21f of the State School Aid Act of 1979, MCL 388.1621f, September 2014)*

1. The Troy School District will offer online courses when taken in conjunction with in-seat classes with the following parameters in place:
 - a) Students may enroll in up to two (2) online courses per academic semester, which equates to two (2) credits a year, with a maximum of eight (8) credits during the high school career.
 - b) Students **MUST** have an Educational Development Plan on file to enroll in an 21F course.
 - c) Students will be required to choose a late arrival or early dismissal to compensate for the online course enrollment(s). Transportation to and/or from school is the responsibility of the parent/guardian.
 - d) Students are expected to complete course requirements offsite. In special circumstances, the District will consider options including, but not limited to, the use of a computer lab at the facilities.
 - e) Students must choose courses from the statewide catalog- <https://michiganvirtual.org/courses/students/>
 - f) Online courses will not be used to graduate early.
 - g) Pre-approval must be obtained from the building counselor and Principal.
2. Online courses will count towards the GPA and be noted on the transcript. If a student drops an online course paid for by the District, it is considered a failing grade and that grade will be noted on the student transcript.
3. Online courses must meet current NCA standards that are applied to other courses.
4. The **Section 21f - Online Course Enrollment Request Form** must be submitted no later than May 1 for first semester and November 1 for second semester courses. Approval process may take up to four (4) weeks.
5. Approved, signed **Section 21f - Online Course Enrollment Request Form** must be sent to Troy College and Career High School office to process the online course enrollment.
6. Student will be assigned a mentor teacher. The student and mentor teacher must maintain a weekly communication regarding the student's 21F course progress.
7. The Director of Student Growth must approve deviations from these recommendations.