

INFORMATION ON APPLICATIONS MUST BE COMPLETE PRIOR TO SUBMITTING TO THE COUNTY.

Monongalia County School's Application for On-Line Courses (Form 8- 13-1) **SUMMER 2022**

High School Application

Student's Name: _____ Grade: _____ D.O.B.: _____

Home Address: _____

Phone Number(s): _____ School: _____

Student e-mail: _____@stu.k12.wv.us Student ID # _____

*NOTE: Students must use a stu.k12.wv.us account. Assistance will be provided with email.

Semester 1 Course Requested: _____

Two semesters/parts are required for a full year's credit. Each part/semester costs \$250. Semester/Part 2 can be requested after Semester 1 is completed or close to completion and there is time to complete Semester/Part 2. Please preview the West Virginia Dept. of Education website at https://wveis.k12.wv.us/vschool/courses/coursecatalog.cfm for the list of approved courses.

NCAA Requirement: Yes No

Graduation Requirement: Yes No

Were you a WV Virtual student in the 21-22 school year? Yes No -> Did you successfully complete all courses? Yes No

School will provide a copy of the student's transcript with the application.

Requested Start Date: _____

Note:

- Summer courses must be completed by July 29, 2022. NO EXTENSIONS ARE GRANTED FOR SUMMER.
• The grade a student has on July 29, 2022 will be placed on the student's official transcript
• Student may not withdraw without permission from School administrator
• Fee of \$250 per part/semester will not be reimbursed for summer courses (which is assessed by the Virtual School)
• Withdrawal from a either part/semester will also mean student may not take another virtual class until the next semester

Reason(s) for requesting the course - if it is not a graduation requirement:

I have read and agree to abide by the Monongalia County School policies and procedures set forth for participation in the requested virtual course.

Student Signature

Date

Parent Signature

Date

*****Application needs to be sent to the school first. Check made out to Monongalia County Schools for \$250 must be submitted with the Application for Part/Semester 1. Application will be returned if any information is missing. *****

SCHOOL OFFICE USE _____ Check Received _____ Date Received _____

____ Approved _____ Not Approved _____ Date

Reason: _____

Principal Signature

Counselor Signature

VS Contact Signature

BOE OFFICE USE _____ Date Received _____

County Virtual School Coordinator Signature/Date

Superintendent/Designee Signature/Date

Monongalia County Schools' WV Virtual High School Courses Application Procedures

1. The student and parent completes and submits a Monongalia County Schools' Application for On-Line Courses, this form (MCS WV Virtual High School Courses Application Procedure), and West Virginia Virtual School Consent Form at the school scheduling time. These forms are to be submitted to the school principal.
2. The student must also apply for WVDE e-mail account and receive Acceptable Use Training.
3. The school's principal will forward the MCS WV Virtual High School Courses Application Procedure, MCS Application for On-Line Courses and WV Virtual School Consent Form to the County Virtual School Coordinator.
4. If the student has an IEP (Individual Education Plan), an IEP team meeting must occur prior to enrolling.
5. Upon receipt of the above documents, a meeting with parent/guardian and the superintendent of schools or his/her designee may take place.
6. If the MCS Application for On-Line Courses application is approved, it will be the student's responsibility to pre-register at <https://wveis.k12.wv.us/vschool/courses/coursecatalog.cfm> through the West Virginia Department of Education.

GUIDELINES

- The student may only take a course that has been approved by WVDE. A list can be viewed at the following website: <https://wveis.k12.wv.us/vschool/courses/coursecatalog.cfm>
- Parents/Guardians may be responsible for tuition and instructional materials cost if funding is not available through the West Virginia Department of Education.
- A facilitator/mentor will be assigned by the school to help monitor the student's progress. Virtual School course grades will be posted at the end of each semester. If 50% of the coursework is not completed by semester or 100% by second semester, the student will receive an I (Incomplete) on the school report card. Within two weeks after the school report card is issued, all incomplete grades will be changed to the grade the student has earned and been assigned by the VS instructor. The facilitator will directly receive an official grade from the VS instructor for grade reporting and transcripts.
- All of Part 1 of a course must be completed by January 20th. All of Part 2 of a course must be completed by the last day of school. Each class consists of two parts. A full year of Math consists of Math Part 1 and Math Part 2, for example. You can finish Part 1 before January 20th and start Part 2 early. But the last day for Part 1 is Jan. 20th and for Part 2 the last day of school.
- Authorization from Monongalia County Schools is required for a student to withdraw from a Virtual School course. The student and/or parent must contact the school's administrator with the request in writing. The principal or designee (School VS Contact) will correspond in writing with the county VS coordinator. Upon reviewing the request and all other pertinent information. The parent and student will be notified of the decision.
- The student is required to attend any assigned sessions with the facilitator.

Printed Student Name

Student Signature

Printed Parent/Guardian Name

Parent/Guardian Signature