



## 6-12 ENROLLMENT AGREEMENT

Students enrolled in the Menomonie Virtual School will be given access to all of the services needed to be a successful student. The staff will be accessible and supportive in your educational progress. However, parents and students must also have responsibilities to ensure success. The following responsibilities have been outlined to be sure students and parents understand their roles. Please keep a copy for your records and submit a copy with your orientation materials. We look forward to a successful year!

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

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

Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian E-Mail: \_\_\_\_\_

### Parent and Student Responsibilities

- Abide by the Virtual School Handbook; as well as, student handbooks and district policies
- Develop a weekly schedule that allows for at least 30 minutes per day per class of dedicated school time--cannot miss more than 5 days for one or more classes per semester
- Complete and submit course assignments as indicated on each course pacing chart in accordance with due dates to make adequate progress toward course completion
- Schedule final exam with the coach at least 2 school days ahead of time
- Identify a quiet work space that will allow for concentration
- Arrange for transportation to mandatory state testing sessions in our district
- Provide a reliable internet connection prior to the start of the school year and plan for an alternative or back-up plan if you have temporary service interruption
- Once a course is approved by Administration, the student and their family have a 14 day trial period to decide if the course is an appropriate placement. A course can be dropped within 14 days from registration. After that timeframe, a student and their family is committing to complete the online course. If the student is not logging into the course and completing work in the 14 day window, the course may be dropped by Administration.
- Complete all coursework agreed upon by course end date
- Report any missing materials or textbook needs to the school coach immediately
- Report technical problems to the SDMA Help Desk so we can provide timely assistance
- Contact course instructors first on any questions related to course content, assignments, exams, or grades
- Check your school e-mail on a regular if not daily basis
- Contact the school coach if unable to participate in class for more than two consecutive days
- Contact the school coach immediately if there are any changes in contact information

**I have read & understand the Virtual School Handbook.**

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_