

**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)**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

School: \_\_\_\_\_ Student ID # \_\_\_\_\_

Student e-mail \_\_\_\_\_@stu.k12.wv.us

\*NOTE: Students must use a stu.k12.wv.us account. A minimum of two weeks is needed to receive this account.

**Course Requested:** \_\_\_\_\_ **Circle Semester:** 1 2 Both

**NCAA Requirement:** Yes No **Graduation Requirement:** Yes No

Please preview the West Virginia Dept. of Education website at <http://virtuelschool.k12.wv.us> for the list of approved courses.  
**Graduation Requirement?** School is to provide copy of transcript with the application.

**Requested Start Date:** \_\_\_\_\_

**Note:**

- All semester courses must be completed within Monongalia County's semester
- WVDE assigns the provider. Requested provider is not guaranteed
- Any course taken during the summer must be paid for by the Parent/Guardian
- Parent/Guardian is responsible for funding that is not provided by WVDE
- Parent/Guardian may be responsible for funding if the class is taken outside of the regular school day
- Student may not withdraw without permission from School administrator
- Withdrawal could result in a \$50 drop fee (which is assessed by the Virtual School)
- Withdrawal from a course 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:**

(Please refer to the policy for reasons; then also provide a more detailed explanation.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 will be returned if any information is missing.\*\*\*\*\***

**SCHOOL OFFICE USE** \_\_\_\_\_ **Date Received** \_\_\_\_\_

Approved \_\_\_\_\_ DATE \_\_\_\_\_

Assigned facilitator \_\_\_\_\_

Not Approved \_\_\_\_\_ DATE \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
Principal Signature/Curriculum Team Chair

\_\_\_\_\_  
School VS Contact

**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 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 or designee.
2. The student must also apply for WVDE e-mail account and receive Acceptable Use Training. This application must be signed by the student and parent and returned to the school's WVDE e-mail contact person.
3. The principal and/or curriculum team approves or denies application based on the student's individual educational need referred to on MCS Application for On-Line Courses, MSC Distance Learning and Virtual School Courses Policy, and any other applicable policy.
4. The school's Virtual School contact is to 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.
5. Upon receipt of the above documents, a meeting with parent/guardian and the superintendent of schools or his/her designee must 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 <http://virtualschool.k12.wv.us> through the West Virginia Department of Education.
7. After the parent/guardian meeting, the school VS contact will be notified to approve the on-line course via the <http://virtualschool.k12.wv.us> web site.
8. After approval from West Virginia Virtual Schools, the student must contact the facilitator for a list of meetings.

**GUIDELINES**

- The student may only take a course that has been approved by WVDE and only one course per semester. A list can be viewed at the following website: <http://virtualschool.k12.wv.us>.
- 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.
- In the rare case that a student does not participate in VS at school during the instructional day, parents/guardians will be responsible for providing the technology and Internet access. Parents will be responsible for the cost of facilitation of courses taken outside the school day. Facilitation includes but is not limited to monitoring progress and proctoring tests. A minimum of \$25. an hour is assessed.
- 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 assigned sessions with the facilitator.

\_\_\_\_\_  
Printed Student Name

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

\_\_\_\_\_  
Printed Parent/Guardian Name

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