

21f Online Course Request Checklist Standish-Sterling High School

Student Name:		Building:	
School Year Request is for: 20____ - 20____	Grade Level (for identified school year): 5 6 7 8 9 10 11 12	Semester: <input type="checkbox"/> 1st OR <input type="checkbox"/> 2nd	
Subject:		Course Title:	
Course provided by:		Course in lieu of:	

Check each box if the statement is true.

Student Qualifications	Course Qualifications
<ul style="list-style-type: none"> <input type="checkbox"/> The student has not previously gained credit for the course. <input type="checkbox"/> The student attends at least one district class. <input type="checkbox"/> The student possesses the prerequisite content knowledge. <input type="checkbox"/> The student possesses the prerequisite computer skills. <input type="checkbox"/> The student has not failed a previous on-line course in the subject area. <input type="checkbox"/> Student is not exceeding maximum number of courses (FTE requirement). <input type="checkbox"/> Student is not exceeding maximum number of courses (21f requirement). 	<ul style="list-style-type: none"> <input type="checkbox"/> The course is consistent with graduation requirements or progression toward grade promotion. <input type="checkbox"/> This course is consistent with EDP goals. <input type="checkbox"/> The course is capable of generating credit. <input type="checkbox"/> The course is of sufficient rigor, alternative course. <input type="checkbox"/> The course does not cost an amount that exceeds 1/12 (1/18 for trimester) of the district's foundation grant. <input type="checkbox"/> The course not in: theology, divinity, or religious education or a course in a hobby or craft. <input type="checkbox"/> The course is an "Online Course" as defined by Section 21f.
If course does not satisfy course qualifications fill in this section.	
<input type="checkbox"/> No appropriate alternative course is available	<input type="checkbox"/> An appropriate alternative course is available ○ Course Name: _____ ○ Course Provider: _____
Request is: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Modification (see comments) <input type="checkbox"/> Denied (see comments)	
Comments (for modification or Denial):	
Designated School Official Signature:	Date:

Parent Notification by: <input type="checkbox"/> Phone <input type="checkbox"/> email <input type="checkbox"/> In-person <input type="checkbox"/> other: _____	Date:
Student Signature:	Date:

See other side for information on next steps

Appeal Process

If you are not satisfied with the recommendation from the local school district you should follow the steps below

- Talk with the representative from the local district to discuss the factors used for their determination. There may also be alternative opportunities available that do not fall under the 21f guidelines that will satisfy your request.
- If you are still unsatisfied with the Districts decision you may appeal the decision with the Standish-Sterling School District. The appeal process is not done through the local district, but through the county.
- To appeal this decision you must obtain an Enrollment Appeal Form from the Standish-Sterling School District

[Insert information here]

Next Steps after Approval

- Student, Parent(s)/Guardian(s), school representative(s) will review and complete the
 - 21f Online Course Action Plan Form This form will clarify the factors for taking the course. This will include items such as naming the Mentor Teacher, determination of where student will take the course (on or off campus), etc.
 - 21f Online Learning Contract
- Student will be enrolled in course.