Extended Studies at Academy Online Application 2015-2016

Instructions

Students: Work with your school counselor to complete this application. Student information entered here should match the legal information attached to the student's school records. Print the completed application, and obtain signatures.

School Counselors: Ensure the application is completed, and send the completed application to donna.todtenhagen@asd20.org or fax it to 719.234.1732.

Student Information

Date

Last Name _____ Grade in '15-'16 _____

First Name _____ Nickname _____

Middle Name _____

Student Email (required for coursework) _____

Student Cell Phone _____ Is texting part of this cell plan? _____

Parent/Guardian Name(s) _____

Parent/Guardian Email(s) _____

Best Parent Phone Number _____ ❑ cell ❑ home ❑ work

Additional Phone _____ ❑ cell ❑ home ❑ work

Are you a D20 student?	❑ Yes *please complete the following* D20 Student ID#: _____ School: _____ Counselor: _____	❑ No *please complete the following* Current district: _____ School: _____

Check all plans that apply to this student	❑ IEP ❑ 504	❑ ALP ❑ ELL	❑ RTI/PBIR ❑ Truancy/Truancy Elimination Plan	❑ *If any of these plans are in place, check this box to indicate that the team has met and determined that Academy Online is appropriate for this student.*

Have you taken an online/hybrid course before?	❑ Yes if so, where? _____ ❑ No	Why do you want to take an Extended Studies at Academy Online course(s)? (please check all that apply)	❑ Flexible scheduling ❑ Course options ❑ Dual college credit ❑ More independent environment ❑ Other: _____

Extended Studies at Academy Online 2015-2016 Course Selection

Use the *Extended Studies at Academy Online Course Catalog* **for 2015-2016 Course Offerings & Information**

Enter your course selections in the grid below.
- Semester-long courses are available for selecting in the semester they are running. Academy Online does not offer 2nd semester courses during 1st semester nor 1st semester courses during 2nd semester.
- Sign up for a year-long course by choosing the course in Semester 1 and Semester 2.
- The order of courses does not matter.
- Students may not register for more than a full load (8) courses per semester (total for primary school and Academy Online). If a student desires an _overload_, the principal and counselor must approve it with parent consent. Students will be charged $250 per course, per term for _overloads_. Students may only have one overload in a semester.
- ***Courses may be dropped without academic/financial penalty before published deadlines.*** After then, students who drop or stop attending may be charged a $250 per course fee. Additionally, students who drop after the published deadlines may receive a WF grade on their transcript for that course.

Student Name:	
Semester 1 Course Selection	**Semester 2 Course Selection**
1.	1.
2.	2.
3.	3.
4.	4.

IMPORTANT
Courses run based on student demand as determined through enrollment. Academy Online may add or remove courses based on enrollment and budgetary considerations. These changes will be communicated as needed and before the start of each semester.

Courses listed as HYBRID courses will have required attendance at scheduled class meetings no more than once per week. See the Extended Studies Course Catalog *for details about class meetings.*

Extended Studies at Academy Online Responsibilities & Commitments

STUDENTS

- Read, understand, and have the opportunity to ask questions about the Extended Studies policies and procedures, as outlined in the toolkit and handbook.
- Attend scheduled class meetings; commit to course attendance requirements set in the course catalog.
- Complete the course during its start and end dates. Understand that Academy Online does not grant incomplete grades for courses.
- Prepare for the demanding nature of online course work:
  - Log in and work on the course every school day.
  - Meet weekly deadlines.
  - Check email daily; reply to teachers and AOHS staff. Communicate regularly.
  - Stay organized with a scheduling system.
- Log in on October 1 (first semester students only) and complete the required course work.
- Practice responsible online behavior and respectful online communications.
- Recognize qualities that make a student a "good fit" for the program: timely assignment/homework completion, motivation, reading proficiency, and self-direction. Honestly self-assess readiness to be successful in this program.
- For dual college credit, meet college deadlines and follow college procedures.
- Recognize that there is no guarantee of transferability of University of Colorado credit; college and universities publish their own policies.
- Be honest if you are struggling, and ask for help. EVERYONE struggles from time to time.

PARENTS

- Read, understand, and have the opportunity to ask questions about the Extended Studies policies and procedures, as outlined in the toolkit and handbook.
- Help to ensure access to technology for online course work, including a computer with high-speed internet connection, sound and video capabilities.
- Facilitate student attendance at scheduled in person class meetings (if applicable); help students consult the course catalog for specific attendance requirements.
- Monitor the drop deadlines. Courses may be dropped without academic (WF)/financial penalty ($250 per course) before published deadlines if the student transfers to an in-building course.
- Ensure student logs in and completes the required course work on October 1 (first semester enrollments).
- Recognize qualities that make a student a "good fit" for the program: timely assignment/homework completion, motivation, reading proficiency, and self-direction.
- Help student navigate earning dual college credit by meeting college deadlines, following college procedures, and paying tuition, as determined by the credit-granting authority.
- Ensure timely payment of applicable course fees, including college tuition for dual credit (optional), AP® exam fees (optional), and other course-specific fees for materials, labs, transportation, and so on, as published in the Course Catalog.
- Understand that there is no guarantee of transferability of University of Colorado credit when earned.
- Support student success by checking grades and asking to see the course in the online course system.

Extended Studies at Academy Online Responsibilities & Commitments

TEACHER

- Help students meet learning goals through effective instructional strategies.
- Assess and report student learning.
- Communicate with students about weekly assignments and class requirements, including attendance.
- Communicate with students about dual credit requirements.
- Prepare students for college and career through rigorous, relevant course work that meets or exceeds state standards.
- Update grades weekly.
- Recognize that intervention regarding attendance and performance best helps get students back on track, and reach out to the student's counselor and other building school staff to intervene when necessary.
- Be available to help students with course work.
- Inform parents when a student is failing the course.
- Encourage an honest, best effort from students.
- Ensure D20 policies and procedures are followed.
- Respond to communication within 24 hours, excluding weekends and weekdays in which school is not in session.

ACADEMY ONLINE STAFF

- Monitor attendance through online logins, completion of course work, and presence in in-person class meetings. Pursue truancy if attendance requirements are not met.
- Pursue disciplinary action for any inappropriate online communications, inappropriate use of tools, and online bullying, harassment, and/or creating content as another person.
- Review student enrollment status, based on evidence that the student is doing his/her best.
- Archive digital communications to support student demonstrations of learning and participation.
- Help students navigate University procedures for earning dual college credit.
- Communicate about AP exams where applicable, and administer exams.

Extended Studies at Academy Online Signature Verification

❑ I've read and acknowledge these responsibilities and commitments, and I certify all parts of this application are accurate and complete.

_____
Student Signature

_____
Parent Signature

_____
Counselor Signature

_____
School Principal (or Designee) Signature

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Academy District Twenty

Dr. Mark Hatchell, *Superintendent of Schools*

Education and Administration Center
1110 Chapel Hills Drive, Colorado Springs, CO 80920-3923   *Phone: 719-234-1200*
Website: www.asd20.org   *Fax: 719-234-1299*

AFFIDAVIT OF STATE OF COLORADO RESIDENCY

Pursuant to 1CCR301-71, Rules for the Administration, Certification and Oversight of Colorado Online Programs, the Colorado State Board of Education must ensure that student residency is documented and verified, both upon initial enrollment and annually thereafter. Reasonable evidence of residency within the State of Colorado boundaries can be established by a written statement of residency from the student's parent/guardian pursuant to Section 8.06.4.

Please complete the below affidavit as evidence of your residency as required in detail above.
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Affidavit by Parent or Legal Guardian
for the 2015/2016 School Year

I, _____, do hereby swear and affirm, under penalty of perjury, that I and my
(Print Parent/Guardian Name)

children are, and continue to be, residents of the State of Colorado for the 2015-2016 school year.

_____   _____
{Parent/Guardian Signature}   **Date**

Parent or Legal Guardian

Name: _____   **Primary Phone:** _____

Home Address: _____
                          Street   Apt. #

_____
          City   State   Zip

Note: Address cannot be a post office box or general delivery at a post office and must match the home address that Academy District 20 has on file for this affidavit to be valid.

*Please list your student(s) enrolled (or enrolling) with **Academy Online:***

_____   _____

_____   _____