

Online Course Enrollment Request Form

Student Name _____ Grade _____

I would like to enroll in _____
(name of course as it appears in the statewide catalog)

offered by _____ for _____ semester/trimester 201____.
(name of school entity offering course)

(student signature)

I consent to this request _____
(parent signature)

Official School Response

_____ 's request to enroll in _____ (title of course)
for the _____ semester/trimester 201_ has been _____ accepted _____ denied. (Reasons cited below.)

- The student already earned credits for the course (so the student would be repeating a course).
- The online course would not generate credits for the student's transcript.
- Enrollment in the online course is not consistent with the student's graduation requirements or with the student's career interests.
- The student does not have the prerequisite knowledge or skills for the course.
- The student has failed a previous online course in the same subject.
- The online course is of insufficient quality or rigor. We will make a reasonable effort to find an alternative online course that meets the school's requirements for quality and rigor.

Additional Comments _____

Please direct questions related to this denial to _____ (name) at _____ (contact info).

If you would like to appeal this denial, you must write to (name and address of ISD superintendent).

Your letter must

1. Include the reason (noted above) that the enrollment request was denied and
2. Explain why the student should be allowed to take the course.

Name of School Representative _____