



### Distance Education (DE) Course Intent to Enroll Pre-Approval Form

The Oyster River Cooperative School Board encourages students to take full advantage of distance education opportunities as a means of enhancing or supporting their education. Distance Education (DE) means correspondence, video-based, internet/online-based, or other similar media that provides educational courses to fulfill curriculum requirements. DE grades and credits can transfer over to the student's high school of record and will be reflected on their transcript. These courses can/will meet state graduation requirements/ORHS graduation requirements/college requirements. It is strongly encouraged that students meet with their school counselor before making the decision to take an online course in order to review the impact it will have on their academic progression over the course of their four years and the pros and cons of this path.

*Grades from transfer courses, including all attempts, are recorded and included in the calculation of GPA using the grades scale provided by the DE Host School. This includes grades of withdrawal, pass/fail. Students enrolling in mathematics or world language courses are required to take the ORHS final assessment of the completed course to ensure preparedness for the next sequential course.*

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Student's Email: \_\_\_\_\_  
 DE Course Name: \_\_\_\_\_ Course Credit: \_\_\_\_\_  
 DE Host School's Name: \_\_\_\_\_

Please check **ALL** that apply:

- Course not offered at ORHS
- Course schedule conflict at ORHS
- Course fulfills a core graduation requirement
- Course fulfills elective credit for graduation
- Course will be completed outside of the ORHS school day schedule
- Course will be completed during the ORHS school day (Period: \_\_\_\_\_ / Semester: \_\_\_\_\_)
- Course is a pre-requisite or pre-sequenced course for an ORHS course
- Student's first DE course experience

Notes:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **What makes a good DE candidate?**

At ORHS, we have found that students who experience the most success with DE courses are those who are: self-motivated, independent workers, effective at time management, diligent about completing tasks, able to have consistent access to a computer, and can effectively self-advocate.

If either the start date or completion date change, or the student intends to drop the course it is the student's responsibility to report this to the ORHS ELO Coordinator. ORHS cannot guarantee space/computer use for a student taking an online course, and should be factored into the decision to enroll.

The ORHS ELO Coordinator will confirm course enrollment with the student, monitor the student's pacing and progress, meet with student (if needed), and communicate updates to the student's school counselor. **For Seniors taking DE courses, there are two course completion deadlines; the Friday before MLK Day for January graduates and the Thursday before Memorial Day for June graduates.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 ELO Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_