

**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) Summer 2023**

## **WV Virtual High School Application**

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

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

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

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

Parent e-mail: \_\_\_\_\_ Student Cell: \_\_\_\_\_

\*NOTE: Students must use a stu.k12.wv.us account. Assistance will be provided with email.

Course Requested: \_\_\_\_\_

**NCAA Requirement:** Yes No

**Graduation Requirement:** Yes No

**Were you a WV Virtual student in the 22-23 school year?** Yes No → **Did you successfully complete all courses?** Yes No

School will provide a copy of the student's transcript with the application.

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

**Note:**

- Students may only be enrolled in one summer class at a time.
- Summer courses must be completed by July 28, 2023
- The grade a student has on July 28, 2023 will be placed on the student's official transcript
- Student may not withdraw without permission from School administrator
- Withdrawal from a virtual class will also mean student may not take another virtual class in 23-24 school year.
- Failing a virtual class will also mean student may not take another virtual class until 23-24 school year.

**Reason(s) for requesting the course (Reason Must be Stated or application will not be considered):**

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

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 needs to be sent to the school \*\*\*\*\***

**SCHOOL OFFICE USE**

Date Received\_

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

\_\_\_\_ Date

Reason: \_\_\_\_\_

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
VS Contact Signature

**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 and parent complete and submit 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.
2. The student must also apply for WVDE e-mail account and receive Acceptable Use Training.
3. The school's principal will 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.
4. If the student has an IEP (Individual Education Plan), an IEP team meeting must occur prior to enrolling.
5. Upon receipt of the above documents, a meeting with parent/guardian and the superintendent of schools or his/her designee may take place.

### **GUIDELINES**

- The student may only take a course that has been approved by WVDE. A list can be viewed at the following website: <https://wveis.k12.wv.us/vschool/courses/coursecatalog.cfm>
- Parents/Guardians may be responsible for tuition and instructional materials cost if funding is not available through the West Virginia Department of Education.
- All of Part 1 of a course must be completed by January 17, 2023. All of Part 2 of a course must be completed by the last day of school. Each class consists of two parts. A full year of Math consists of Math Part 1 and Math Part 2, for example. You should finish Part 1 by January 17, 2023 and start Part 2. Part 2 must be completed by the last day of school for students. If you complete Part 1 early, you can request to start Part 2 immediately after.
- 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 any assigned sessions with the facilitator.

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

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

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

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