NCVPS Course Enrollment Form
Grades 6 - 12

Please complete all requested information. It is important that students and parents read the other side of this form prior to completing it to understand the NCVPS Eligibility Requirements.

Student's Name _____ ID# _____ Date _____

Date of Birth _____ Age _____ Grade _____ Mark (if applicable): ☐ 504 Plan ☐ IEP

Race: ☐ Caucasian ☐ African American ☐ Hispanic ☐ Multi-Racial ☐ Asian ☐ American Indian ☐ Other

Telephone (Home) _____ (Cell/Work) _____ E-mail _____

Address _____

Parent Name _____ Parent E-mail _____

Parent Cell Phone _____ Parent Work Phone _____

Contact Counselor _____ Telephone _____

COURSE INFORMATION

Course Name _____ Course Number _____

Term: ☐ Fall ☐ Spring ☐ Summer or Specify Course Completion Date (Flex Option) _____

NCVPS (Check if applicable): ☐ EOC Exam* ☐ CTE Post Assessment* ☐ AP Exam

COURSE INFORMATION

Course Name _____ Course Number _____

Term: ☐ Fall ☐ Spring ☐ Summer or Specify Course Completion Date (Flex Option) _____

NCVPS (Check if applicable): ☐ EOC Exam* ☐ CTE Post Assessment* ☐ AP Exam

We, the undersigned, have read the back of this form and do understand and agree to comply with the requirements of the program being attended.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Base School Counselor Signature _____ Date _____

Base School Principal Signature _____ Date _____

* Send copy to Test Coordinator

NCVPS Course Eligibility Requirements

A student requesting to be enrolled in a district-approved online for credit course must meet with his/her school counselor to discuss online learning opportunities and determine eligibility. Once eligibility is determined, the student, along with his/her parent/guardian, must submit a signed NCVPS Enrollment Form to his/her school counselor for principal approval.

A. Criteria for Course Selection
   1. The course must be one that is offered by a district-approved program and listed in the High School Program Planning Guide, but not offered at the student's WCPSS assigned school.
   2. Selection of online courses must follow recommended and required prerequisites as listed in the High School Program Planning Guide.
   3. The course must be part of the student's comprehensive course of study.
   4. It is expected that the approved course would be taken during the school day and on the campus of the enrolling school as part of the student's regular course schedule. Limited exceptions may be approved at the discretion of the principal and based on extenuating circumstances.
   5. Any course selection that requires an End-of-Course test, North Carolina Final Exam, or a CTE Post-Assessment is approved at the principal's discretion.

B. Student Requirements
   Students approved to enroll in an online course should:
   - Possess strong reading and comprehension skills.
   - Feel confident in their ability to express thoughts and ideas in writing.
   - Be proficient at monitoring their own progress, keeping up with assignments, and meeting deadlines.
   - Be able to work at a rigorous daily pace set by the instructor.
   - Meet deadlines and manage course assignments.
   - Be self-motivated and an independent learner.
   - Be computer literate and have access to a computer and internet.
   - Have passed all previous NCVPS or other online courses taken.

C. Grading:
   1. Academic grading scale and calculation for online courses are consistent with WCPSS practices.
   2. Final grades will be received by the Online Learning Advisor. When calculating the final grade for courses with an EOC, NCFE, or CTE Post-Assessment, the exam score counts as 20% of the final grade.
   3. The Online Learning Advisor will retrieve student grades in a timely manner, calculate the final grade, submit to the school data manager to be entered into PowerSchool, and provide a copy to the student's counselor.
   4. Grades are posted to student transcripts as soon as possible, but at a maximum of 5 days from receipt of final grade.

D. Textbooks
   The vast majority of NCVPS courses provide online textbooks. However, there are some online courses that may require traditional textbooks. When possible, the school will provide district-adopted textbooks for students. The list of courses that require textbooks not available online can be found on the NCVPS website as well as suggestions for where to buy them. Schools may limit students to courses that utilize district-adopted textbooks. Due to budgetary restraints schools may request that parents purchase any required textbooks that are not available online or readily available in their building.

E. Considerations for Summer Study
   1. First time credit may be approved on a limited basis during the summer, and only after consultation with the school counselor and approval of the principal. These opportunities should support the specific graduation plan for the student.
   2. Although it is not explicitly prohibited, if a student does not need two courses to graduate or to get back on grade-level cohort, summer courses should be limited to one course.
   3. Rising 9th grade students wishing to take online courses must secure high school permission through the completion of the Online Course Enrollment Form, to be signed by the high school principal. These students will take the EOC, NCFE, or CTE Post-Assessments at their high school. These requests will only be approved by principals on a limited basis according to individual student circumstances.