

Rockford Lutheran School

Request for Online Coursework Approval

This form must be completed prior to taking each online course at RLS. This includes courses to meet the graduation requirement and/or graduation requirements and enrichment.

Each student of Rockford Lutheran School is required to complete a minimum of one online course prior to high school graduation. The rationale for the online requirement includes:

- expanding a student’s horizon beyond what RLS can offer in a traditional learning environment
- equipping students with an online educational experience in preparation for learning after high school.

Options include:

- **Credit recovery course** - student completes an online class to replace a class they did not pass during the regular school year
- **Enrichment class** - student completes an online class that is not offered at RLS for credit. These classes would earn high school or college credit and are usually quite demanding
- **Online class from RLS** - Dual credit English (Sr.) and Health (So.) are the only classes currently approved.
- **Massive Open Online Course [MOOC]** - students can sign up through many universities and other agencies to attend a course that is free [or very inexpensive] that offers a certificate of completion. These courses vary greatly in number of lessons and time required. [No academic credit is earned for a MOOC.]

STEP 1:

Complete and submit to the Academic Dean in order to set up an appt. with the Dean. The Dean will return this form to you with your appointment date and time indicated below.)

Student Name: _____ Graduation Year: _____

Name of Course: _____ Length of Course: _____

Anticipated Start Date: _____ Anticipated Completion Date: _____

STEP 2 *(Fill out upon meeting with the Academic Dean)*

Meeting with Academic Dean (Appt. date/time): _____

Academic Dean Approval: _____ Date: _____

<p>Online Institution:</p> <p>_____ Alpha/Omega (Ignitia) <small>(Cost of course will be billed to RLS tuition account)</small></p> <p>_____ Illinois Virtual School <small>(Payment required prior to starting course)</small></p> <p>_____ MOOC (free or pay online agency)</p> <p>_____ RLS Online <small>(Check payable to RLS must accompany this form)</small></p> <p>_____ Other Name of Institution _____ <small>(Cost of course will be paid directly to the online institution)</small></p>	<p>Credit type:</p> <p>MOOC/No credit _____</p> <p>Regular _____</p> <p>AP _____</p> <p>Dual Credit _____</p> <p>Credit Recovery _____</p>	<p>Semester:</p> <p>Fall _____</p> <p>Spring _____</p> <p>Year _____</p> <p>Summer _____</p>
--	---	---

STEP 3 (Skip this step for MOOCs and credit recovery)

Have the Department Chair of the subject you are selecting for online coursework approve the course you would like to take. Give the Chair a printed course description/syllabus from the online provider.

Departmental Chair Approval: _____ Date: _____

STEP 4

Have your parents sign their approval of your course choice. Both you and your parent must also sign the 'Important Information' responsibility/accountability statement below before submitting your online course request form.

Parental Approval: _____ Date: _____

STEP 5

You, as an independent student, are responsible for the work in your course. Teachers at Rockford Lutheran are *not* required or expected to act as your tutor if you do not understand a concept. You should be working with your online instructor as their expectations may vary for what they require.

You must complete all coursework *no later than 10 days before the end of the semester* in order to complete exams and have grades reported within the school semester as outlined in the handbook.

The Registrar must receive an official grade report/transcript from the school that delivered your course in order to be able to grant credit, if applicable. It is your responsibility to see that a grade report/transcript is sent to the guidance office. All grades will be converted to Rockford Lutheran scale.

Sign below to indicate your understanding and acceptance of these statements.

I understand the 'Important Information' noted above and my responsibilities as an independent, online student.

Student Signature/Date _____

Parent initials for each statement

_____ I understand the 'Important Information' noted above and my child's responsibilities as an independent, online student.

_____ I understand that I am financially responsible for any and all costs incurred and associated with the online class selected by my child.

_____ I acknowledge that the Association Policy Agreement I signed to enroll my child at Rockford Lutheran School applies to any online course work.

Parent/Guardian Signature & Date _____

STEP 6

Bring the form to the office of the Academic Dean

STEP 7

Once you have completed your course make sure that your grade report is sent to the office of the Academic Dean so the information can be transferred to your Rockford Lutheran transcript.

<p><i>FOR OFFICE USE ONLY</i></p> <p>_____ Registrar reviews for completeness</p>	<p><i>FOR OFFICE USE ONLY</i></p> <p>_____ Forward to Business Office (if applicable)</p>
---	---