

See the following pages for forms related to enrolling in distance learning courses:

Exhibit A: TxVSN Course Request Form for Enrolled Students — 3 pages

Exhibit B: TxVSN Course Request Form for Unenrolled Students — 2 pages

Note: If a distance learning course is conducted by video broadcast, a release form permitting a student to be part of the video broadcast must be submitted. The release form can be found at FL(EXHIBIT).

EXHIBIT A

TxVSN COURSE REQUEST FORM FOR ENROLLED STUDENTS

Complete a separate form for each course requested.

The completed form must be submitted to the school counselor at least one full week before the registration deadline established by the TxVSN and/or the course provider.

Please note: Completion of this form does not ensure automatic enrollment in a TxVSN course. [See EHDE(REGULATION)]

Student, please complete sections 1–3 and submit this form to the school counselor.

(Please print.)

1. Student information:

Student's name: _____ Student ID: _____

Home address: _____

City, state, and ZIP code: _____

Phone number: _____

Current grade level: _____ Campus: _____

2. Enrollment steps:

- Take and pass the Texas Success Initiative (TSIA2) to assess readiness for online learning.
- Select appropriate course(s) from the TxVSN course catalog.
- Complete this enrollment form for each course requested. Submit it to the school counselor no later than 10 days prior to the course registration deadline.
- Meet with the school counselor to review your Graduation Plan and determine eligibility, and fees to be paid, if any.

3. Course information:

Course must be in the student's graduation plan and prerequisites must be met. If approved, the District reserves the right to choose a different course provider.

Course PEIMS #: _____ Provider: _____

Course Catalog Title: _____ Section: A B N/A

AP Dual Credit Credit Recovery Other _____

School counselor, please complete below.

4. School counselor approval:

I have counseled with the above student regarding required coursework, readiness assessment scores, and the academic behaviors required for success in an online course.

Choose one of the following options:

The course selected above has been approved as a course that will meet a graduation requirement for this student.

OR

The course selected above is NOT recommended at this time for the following reason:

The enrollment period for the class has passed.

The course or course load is not consistent with (*choose all that apply*):

The student's graduation plan

The requirements for college admissions

The requirements for earning the following industry certificate:

The District offers the following substantially similar course:

5. Fees:

The District is authorized to charge a fee for the course if the requested course will cause the student to be enrolled in a course load greater than that normally taken by other students in the same grade, if the student will be enrolled in more than the equivalent of three year-long courses during the school year, or if the student is requesting enrollment in a TxVSN course for the summer. [See EHDE(LEGAL)]

Check all that apply:

The requested course(s) will cause the student to be enrolled in _____ (number) courses this semester, which is more than the _____ (number) courses normally taken by students in grade _____. A \$50 course administration fee will be assessed per each course that exceeds the number of courses normally taken.

The student has requested enrollment in _____ (number) TxVSN course(s) for the summer. The full course fee for these course(s) is \$_____.

The student has requested enrollment in _____ (number) year-long courses. The full course fee will be assessed for each course in excess of three. The total course fee for the additional course(s) is \$_____.

Total fees required for requested courses: \$_____.

Student signature:

Date: _____

Parent signature:

Date: _____

School counselor signature:

Date: _____

Principal or Principal's Designee:

Date: _____

EXHIBIT B

TxVSN COURSE REQUEST FORM FOR UNENROLLED STUDENTS

A child who is not enrolled in a District school due to attendance at a private school, charter school, or homeschooled, and who wishes to take a course through the TxVSN must return the completed form to the Director of PEIMS Data Quality, Compliance and Accountability in accordance with any applicable deadlines or registration dates established by the TxVSN and/or the course provider.

Unenrolled students may only take up to two TxVSN courses per semester.

Please note: Completion of this form does not ensure automatic enrollment in a TxVSN course. [See EHDE(REGULATION)]

(Please print.)

Student's name: _____ Age: _____

Home address: _____

City, state, and ZIP code: _____

Current grade level: _____

Does student reside within attendance boundaries of the District?

Yes No

Student:

Attends a private or charter school: _____
(name of school)

Is homeschooled

Graduation program (if applicable): _____

Expected graduation (month and year): _____

Will course(s) listed below fulfill a graduation requirement?

Yes No

Number of courses student is requesting: _____

Semester: _____ Year: _____

Course(s) in which student wishes to enroll (up to two per semester):

1. Course PEIMS #: _____ Provider: _____

Course Catalog Title: _____ Section: A B N/A

2. Course PEIMS #: _____ Provider: _____

Course Catalog Title: _____ Section: A B N/A

Fees:

The student will be responsible for payment of the course fees in the amount of
\$ _____.

Student signature: _____

Date: _____

Parent signature: _____

Date: _____

Director of PEIMS Data Quality, Compliance and Accountability signature:

Date: _____