

Appleton City R-II School District

Request to Enroll in Virtual Courses

The student or parent/guardian should complete this form and submit it with enrollment documents. Please use more than one form if necessary. This request must be received by the principal no later than seven calendar days following the first day of the semester requested.

Name of Student: _____

Student ID _____ Student/Parent Phone _____

Requested Date of Enrollment: Semester _____ Year _____

Name of Virtual Course	Virtual Course Provider

For students with IEPs, the IEP team must meet prior to district approval and enrollment in a virtual course to determine whether participating in a virtual instruction program will ensure provision of a FAPE.

If district staff determine, after minimally considering district course availability; virtual course characteristics; students skills necessary for success in virtual class; and other relevant factors, it is not in the best educational interest of a student to take a virtual course, that decision will be documented in writing and provided to the student and the parents/guardians.

Students or parents/guardians who disagree with determinations about a Missouri Course Access Program (MOCAP) course can appeal the decision to the Board of Education by contacting Nelma Thomas, Administrative Assistant to the Superintendent. For all other virtual courses, students or parents/guardians may appeal the decision to the Superintendent or designee. Please provide a written description of the basis for your appeal, attach it with any pertinent documentation or information and submit it to the Superintendent Office, Appleton City R-II School District.

* In accordance with Board Policy IGCD: Virtual Classes.