

**STUDENT APPLICATION FOR NCVPS COURSEWORK**

Queen's Grant High School

To increase student success in online courses, QGHS has implemented the Virtual Academy support model to provide strategic system of support within each high school to increase student achievement in online learning coursework via NCVPS. Through the Virtual Academy, students benefit from daily coaching, progress monitoring, and support with navigation of the online learning platform. For optimal success, it is recommended that students attend the NCVPS lab daily as part of their regularly scheduled school day. Students must adhere to EOC/CTE testing requirements.

**Submitting this application does not guarantee acceptance in to the Virtual Academy or enrollment into the requested course. You will receive notification from both the school and NCVPS teacher within 2 weeks of the beginning of the semester.**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**CONTACT INFORMATION:**

Student Email: \_\_\_\_\_ Student Phone: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**ADVISEMENT FOR STUDENT ATHLETES:** The NCAA has very strict guidelines regarding credit for courses taken online. Some online credit recovery courses may not be approved by the NCAA. Be sure to consult with your high school's athletic director and your guidance counselor to determine if the online course that you are considering is approved for credit by the NCAA.

**ADVISEMENT FOR STUDENTS CONSIDERING THE ARMED FORCES:** Each branch of the military has different guidelines regarding credit for courses taken online. Before enrolling in any online class, be sure to consult with your school guidance counselor and your local recruiter to determine if the online coursework that you are considering is recognized.

**STUDENT:**

Semester for which the student is applying:  Fall  Spring  Year-long

Course(s) requested: \_\_\_\_\_

Alternate Course(s) \_\_\_\_\_ \*Visit [ncvps.org](http://ncvps.org) for listing of available courses

What is your previous experience with NCVPS courses?

- \_\_\_\_\_ This would be my first online course  
\_\_\_\_\_ I've taken an online course before but didn't pass it  
\_\_\_\_\_ I've passed online courses before

By initialing the following statements, I, \_\_\_\_\_ (student), agree to comply with the expectations established by Queen's Grant High School.

- \_\_\_\_\_ Log into your online course daily (Monday –Friday); regardless of school closing due to inclement weather  
\_\_\_\_\_ Dedicate the recommended time to your online coursework each day: Semester (90 minutes), Year-long (45 minutes)  
\_\_\_\_\_ Adhere to QGHS expectations regarding acceptable use of technology  
\_\_\_\_\_ Communicate weekly with your online instructor via IM, phone, email, or other messaging tools  
\_\_\_\_\_ Maintain expected pace in your online course as described by your course syllabus  
\_\_\_\_\_ Alert the Virtual Academy Coordinator and/or E-Learning Advisor if you are experiencing difficulty in your course

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT/GUARDIAN:**

As the parent/guardian of \_\_\_\_\_, I understand that my child is requesting enrollment into an online course. I understand that regular access to a computer with internet is critical for successful completion of the online coursework. I will also oversee and follow up with my student's progress regularly.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Completed application should be submitted to the Main Office \***

**To be completed by school personnel.**

**COUNSELOR:**

Please check all that apply:  IEP  504  ESL

If applicable, during which block will the student be scheduled in the NCVPS lab? \_\_\_\_\_

*\*See guidelines below*

If applicable, principal's approval for off-campus access: (principal's signature) \_\_\_\_\_

Rationale for off-campus setting: \_\_\_\_\_

*\*The principal must approve student access to NCVPS course(s) outside of the regularly scheduled day (not scheduled in the NCVPS lab).*

Will the course require an EOC/CTE exam?  Yes  No

Comments: \_\_\_\_\_

**Counselor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Counselors, forward completed application to ELA for approval/enrollment into course)*

**ELA:**

Student application approved:  Yes  No Date enrolled into NCVPS course: \_\_\_\_\_

Comments: \_\_\_\_\_

**ELA Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(ELA, forward completed application to Data Manager for scheduling in PowerSchool)*

**DATA MANAGER:**

\_\_\_\_ Student schedule entered into PowerSchool

**Data Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Data Manager, forward completed application to Virtual Academy Coordinator for filing/monitoring)*

**VIRTUAL ACADEMY COORDINATOR:**

\_\_\_ Introduce yourself to the student and discuss communication expectations

\_\_\_ Provide username/password to student

\_\_\_ Provide Student Welcome Letter

\_\_\_ Provide Parent Welcome Letter via email

\_\_\_ Contact NCVPS instructor to establish communication plans

\_\_\_ Provide copy of completed application to Counselor for their records

\_\_\_ File this application in the student's portfolio (maintained in the NCVPS lab)

**Virtual Academy Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Guidelines for on-campus/off campus requirements:**

On-Campus: The following students are required to attend lab classes in the computer lab

- credit recovery course
- 1st time taking NCVPS course
- previously unsuccessful in an NCVPS course

Off-Campus: At principal's discretion, the following students may access their NCVPS coursework off-campus:

- Students who have successfully completed one or more NCVPS courses