Process for accepting/denying course enrollment for 21f Student/parent submits request for an online Yes Has the student **Deny Application** course by the established already earned credit in Request due date for consideration. the course requested? School official (counselor/ principal) determines eligibility. No - continue to next step **Deny Application** Does the course align with student's EDP & No Request remaining graduation requirements? Yes - continue to next step No **Deny Application** Does the student Request possess the prerequisite knowledge/skills? Yes - continue to next step Yes Has the student failed a **Deny Application** previous online course Request in the same subject? No - continue to next step School can deny request for the specific course, but must make reasonable efforts to find a Is the online course sufficient in No rigorous course from the state rigor? (As determined by district team, teacher, department head, counselor, catalog. If no such course exists, then deny request with administrator, etc.) documentation. Yes - continue to next step School can deny Yes Does the cost of the request unless the course exceed 8.33% parent is willing to pay of the FTE? for the difference. No - continue to next step Start course enrollment process with student. Have student and parent complete school contract for taking online course,

online course.

Note: *If denied, parent may appeal to district superintendent and then to ISD superintendent or designee.

identify mentor for student support, outline roles/responsibilities for mentor and student, and register student for approved