

# SHELTON HIGH SCHOOL ONLINE COURSE APPLICATION

Shelton High School will only accept online learning requests from an approved accredited institution. A student requesting to take an online course for credit must complete the appropriate application, secure all required signatures, and submit the application by the defined deadline. A maximum of two credits per year, including summer school online credit, will be allowed for online learning. Online courses will not be tracked, with the exception of advanced placement online coursework. Online courses will be calculated into a student's GPA as untracked courses, with the exception of advanced placement online coursework. The student/parent/guardian is responsible for all financial expenses or fees for online learning. The high school administration reserves the right to deny applications for online coursework and acceptance of online credits.

## SPECIFIC PROCEDURES

1. The student will obtain an Online Course Application from his/her counselor.
2. The student will complete the application, including all required signatures, and submit it to the Headmaster. A copy of the course description/curriculum/syllabus from the program must be submitted with the completed application. **Deadline for submission is ten days from the first day of the semester.**
3. The Headmaster or Headmaster's designee will approve/deny the application.
4. After an application is approved by the Headmaster or Headmaster's designee, the Headmaster or designee will add the course to the student's schedule, notify the student's school counselor, and forward the application to the student's counselor.
5. No late applications will be accepted.

Student's Name:		Date of Application Submission:	
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Student's House:		Student's Counselor:	
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Name of Online Program: (include contact information and website address):		Title of Course Requested:	
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### ANSWER EACH QUESTION.

How much time do you currently devote to class assignments per night? \_\_\_\_\_

How much time do you spend in extra curricular activities per week? \_\_\_\_\_

Do you have a part-time job? Yes \_\_\_\_\_ No \_\_\_\_\_ Hours per week \_\_\_\_\_

Write a short paragraph in the space provided below (use additional sheets if necessary) indicating why you would like to take this course online.

**Student/Parent/Housemaster/Counselor Approval:**

I have read the Shelton High School Online Course Description and agree to abide by the conditions governing this course.

<hr/> (Signature of Student)
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<hr/> (Signature of Student's Parent or Guardian)
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<hr/> (Signature of Student's Housemaster)
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<hr/> (Signature of Student's School Counselor)
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**Administrative Use Only:**

Application Decision (circle one):	Approved	Denied
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Credit to be Awarded Upon Successful Completion of Course (circle one):	.5	1.0	1.5
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Course Level Approved (circle one):	Advanced Placement	Untracked
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Date Student's Counselor notified:	
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Additional Comments:	
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Headmaster/Designee Signature:		Date:	
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