



MNVA

Minnesota
Virtual Academy

HOUSTON PUBLIC SCHOOLS

Minnesota Virtual Academy HS
2300 Corporate Park Drive
Suite 200
Herndon, VA 20171
Ph. 1.866.360.0159
Fx. 1.866.523.3160

Additional Required Documentation

Please be sure you have completed and signed the forms listed below.

- Release of Student Records
- Part-Time Student Contract (To be completed by both parent and resident school district)
- Enrolling District Waiver (To be completed by both parent and resident school district)
- OLL Supplemental Notice of Student Registration (To be completed if student is enrolling in more than 50% of their classes outside of their resident school district)

Fax or mail the required documents listed above to MNVA-HS. The fax number for MNVA-HS is 1-866-523-3160. If you are unable to fax, please mail the documents to:

Minnesota Virtual Academy HS
2300 Corporate Park Drive
Suite 200
Herndon, VA 20171

Student's Name:

Student's Home Phone:



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Release of Student Records

Please accept this document as formal approval for the release of all official school records (including the record of transcripts, testing information, special education, health/immunization, and discipline/expulsion records).

Student Information

Student's Full Name: _____
first middle last

Student's Date of Birth: _____ Student's Social Security Number: _____

Student's Legal Address: _____
street apt #

_____ city county state zip

Home Phone: (____) _____

Prior School Information

Name of Prior School: _____

School's Address: _____
street

_____ city county state zip

School's Phone: (____) _____

Name of Parent or Legal Guardian: _____
first last

Parent/Guardian's Signature: _____ Date: _____

SCHOOL OFFICIALS ONLY:

Send student records to: Minnesota Virtual Academy
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Part-Time Student Contract

The Minnesota Virtual Academy (MNVA) is a means for schools/parents to provide students an opportunity to participate in online learning. Because online learning represents a non-traditional learning experience, there are certain expectations for students enrolling in these courses. This contract is intended to present to students, parents, and the local school districts the standards expected for enrollment in the MNVA program.

All students entering MNVA on a part-time arrangement are enrolled on a 25-day probationary period, wherein the student must make satisfactory progress in his/her course(s). MNVA reserves the right to remove any student from his/her course(s) for not meeting the required minimum expectations within the probationary period.

As a student registering for the MNVA program, I am aware that, in addition to the policies and requirements of my school/district, I am expected to comply with the following standards:

1. The use of the Internet will be appropriately used as outlined in the course materials. Inappropriate use of the Internet will not be tolerated and may result in the loss of the right to participate in the course.
2. Appropriate language and message content is expected at all times. Teachers may retrieve and print student work, comments, and messages at any time.

Students are expected to adhere to the following procedures:

- a. Students must communicate with their online teacher(s) on a regular and consistent basis. Students are expected to communicate with their teachers on a weekly basis.
- b. Students must log into their online course on a regular and consistent basis. Students are expected to work in their classes a minimum of five times per week.
- c. Students must use course material in an authorized and appropriate manner.
- d. Students will be expected to follow other rules specified by their online teacher.

Students who fail to comply with the above conditions are subject to:

First Offense: The student will receive an email warning from either his/her online teacher or the MNVA administration. A copy of the email will be sent to the student's parents and the local school.

Second Offense: The student will be removed from his/her course(s).

Severe Misconduct: The student will be removed from the course without regard to whether this is the first or second offense. MNVA administration alone will make the determination in regard to misconduct.

I have provided my Enrolling District with the MN Dept of Education's OLL Supplemental Notice, notifying them of my request to participate in this online learning program.

I have reviewed the online course or program and understand the expectations of the online learning enrollment.

I have read the policies in the MNVA Part-time Student Handbook and agree to this Student Contract. I also understand that until this contract and the Student Application are received by the Minnesota Virtual Academy, the course registration process cannot begin.

Student Name: _____

Student Signature: _____ Date: _____

Course 1: _____

Parent/Guardian Signature: _____

Course 2: _____

Enrolling School Name: _____ School Phone: _____

Course 3: _____

Enrolling School Contact Name & Title: _____

School Contact Signature: _____ Date: _____



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Enrolling District Waiver

Minnesota Statute 124D.095 Online Learning Option Act:

Sec. 21 Subd. 4. Online learning parameters. (b)An online learning student may: (1) enroll in supplemental online learning courses during a single school year to a maximum of 50 percent of the student's full schedule of courses per term. A student may exceed the supplemental online learning registration limit if the enrolling district grants permission for supplemental online learning enrollment above the limit, or if an agreement is made between the enrolling district and the online learning provider for instructional services;

Enrolling School: _____

District Name: _____

District Number: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Contact Person: _____

Contact's Title: _____

The above Enrolling School hereby grants permission for the following student to enroll in supplemental online learning enrollment with the Minnesota Virtual Academy (MNVA) above the maximum of 50 percent of the student's full schedule per term for the _____ school year:

Name of Student: _____

Student Grade: _____

Signature of Enrolling School's Contact: _____ Date: _____

Student's Name:

Student's Home Phone:

	Choice and Innovation 1500 Highway 36 West Roseville, MN 55113-4266	Online Learning (OLL) Supplemental Notice of Student Registration	ED-02400-02
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GENERAL INSTRUCTIONS: The Online Learning (OLL) Option Act provides authorization for supplemental enrollment of Minnesota public school students in certified online learning programs. "Supplemental online learning" means an online course taken in place of a course period during the regular school day at a local district. An online learning student who plans to remain enrolled in their local school can register for up to 50% of their course(s) through online learning. This form notifies the local school of a student's intent to take online learning course(s). Please complete this form as follows:

1. Parent and student completes and signs Section I after discussing online learning classes with the local (enrolling) school counselor and the online program. This form is then submitted to the OLL program.
2. The online learning program completes and signs Section II in consultation with the enrolling district counselor to verify the classes in which the student intends to register. The form is then submitted to the local enrolling district within 10 days of acceptance into the OLL program.
3. The enrolling district verifies all information on the form and updates the student's local schedule and records (business and counseling offices), signs the form and returns it to the online learning program.

SECTION I: IDENTIFICATION INFORMATION (TO BE COMPLETED BY THE STUDENT AND PARENT OR GUARDIAN)			
Student Name (Last, First, M.I.)		Date of Birth:	Gender:
Current Grade Level:	Student's e-mail:	Student's phone:	
Parent/Guardian Name (Last, First, M.I.)		Home phone:	Parent's work phone:
Parent/Guardian Address:		City, State, Zip Code:	
Parent's E-mail Address:		Resident School District:	
Reason for enrolling in online learning:			
Student Signature:		Date:	
<i>If the student is under the age of 18, the parent or legal guardian must also sign this form.</i>			
Parent Signature:		Print name and relationship:	

SECTION II: OLL PROGRAM PLAN TO BE COMPLETED BY OLL PROGRAM PROVIDER IN CONSULTATION WITH ENROLLING SCHOOL COUNSELOR AND SUBMITTED TO ENROLLING DISTRICT				
Online Learning (OLL) Program: Northern Star Online		Telephone:763-550-7286 Fax:763-550-7199		
Online Learning Program Coordinator: Kara Johnson, Counselor		E-mail address: advisor@district287.org		
OLL Program Mailing Address: 1820 N. Xenium Lane		City, State, Zip Code: Plymouth, MN 55441		
OLL Academic Program Plan (courses may not exceed 50% of student's full (enrolling district's) schedule of courses per term)				
OLL Courses	Start Date	Credits	Proposed completion date	*Course meets student's graduation plan.
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Signature of OLL program representative			Print name and title	Date
			<i>Schedule changes may not be made after the midpoint of enrolling district's current term unless waived by both schools.</i>	
			Enrolling school counselor signature	
			<i>Confirms the OLL course(s) meets the student's graduation plan</i>	
<i>By sending this form to the student's enrolling school, notification has been submitted of the student's plan to enroll in online learning course(s) not to exceed 50% of the student's full schedule of courses/term. We will notify the enrolling school of any changes to the student's OLL registration & submit final course grades to the school.</i>				

SECTION III: LOCAL (ENROLLING) DISTRICT NOTIFICATION OF SUPPLEMENTAL ONLINE LEARNING ENROLLMENT			
Current District and School:		District Number:	Date Notification Received:
District Contact Person or Counselor:		Telephone: Fax:	Student's MARSS ID #:
School Mailing Address:	City, State, Zip Code:		E-mail Address:
Signature of enrolling district representative		Print name and title	Date
			<input type="checkbox"/> Enrolling district waives 50% OLL supplemental registration limit.
			<input type="checkbox"/> Separate agreement has been made for exceeding 50% registration limit
<i>Return this signed form to the program in section II. Submit copies to Student Information Services, 1930 Como Attn Marie Yang.</i>			

Authorizations, Parameters and Notice of Enrollment (MS 124D.095 – Online Learning Options Act)

Subd 3 Authorization; notice, limitations on enrollment

- A student may apply to an online learning provider to enroll in online learning. (Subd. 3 (a))
- A student age 17 or younger must have the written consent of a parent or guardian to apply.
- No school district or charter school may prohibit a student from applying to enroll in online learning.
- An online learning provider that accepts a student must, within ten days, notify the student and the enrolling district if the enrolling district is not the online learning provider. The notice must report the student's course or program & hours of instruction.
- An online learning student must notify the enrolling district before taking an online learning course or program if the enrolling district is not providing the online learning. (Subd. 3 b)

Subd 4 Online learning parameters.

- An online learning student must receive academic credit for completing the requirements of an online learning course or program. Secondary credits granted to an online learning student must be counted toward graduation and credit requirements of the enrolling district. (Subd. 4 (a))
- Students completing online learning courses and are enrolled through the course access process, are reported through a course completion file to the MDE. OLL course completion information must be sent to the enrolling district in a timely manner.
- The enrolling district must apply the same graduation requirements to all students, including online learning students and must continue to provide nonacademic services to online learning students. (Subd. 4 a)
- If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the enrolling district, that standard or requirement is met.
- The enrolling district must use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for transfer students under section 124D.03, subdivision 9.
- The enrolling district may reduce contact time of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider that is not the enrolling district.
- An online learning student may enroll in supplemental online learning courses during a single school year to a maximum of 50 percent of the student's full schedule of courses per term. A student may exceed the supplemental online learning registration limit if the enrolling district grants permission for supplemental online learning enrollment above the limit, or if an agreement is made between the enrolling district and the online learning provider for instructional services. (Subd. 4 (b1))
- An online learning student may complete course work at a grade level that is different from the student's current grade level.
- An online learning student may enroll in additional courses (above 1.0 ADM) with the online learning provider under a separate agreement that includes terms for payment of any tuition or course fees.
- A student with a disability may enroll in an online learning course or program if the student's IEP team determines that online learning is appropriate education for the student. (Subd. 4 c)
- An online learning student has the same access to the computer hardware and education software available in school as all other students in the enrolling district. (Subd. 4 d)
- A teacher with a Minnesota license must assemble and deliver instruction to online learning students. Delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. (Subd 4 f)
- A teacher providing online learning instruction will not instruct more than 40 students in any one online learning course or program, unless the OLL provider is granted a waiver by the Commissioner of Education (Subd 4 f)

Subd 5 Participation in extracurricular activities

- Participation in extracurricular activities. An online learning student may participate in the extracurricular activities of the enrolling district on the same basis as other enrolled students.

Subd 6 Information

- Information. School districts and charter schools must make available information about online learning to all interested people.

Subd 8. Financial arrangements.

- For a student enrolled in an online learning course, the department must calculate average daily membership and make payments according to this subdivision. (Subd. 8a)
- The initial online learning average daily membership equals 1/12 for each semester course or a proportionate amount for courses of different lengths. The adjusted online learning average daily membership equals the initial online learning average daily membership times .88 (Subd. 8b). This is reported on a course completion file with the MDE.
- No online learning average daily membership shall be generated if: (1) the student does not complete the online learning course, or (2) the student is enrolled in online learning provided by the enrolling district. (Subd. 8c)

Exchange of records

- Upon request, a school district will provide student records to the OLL provider within 10 days.
- An OLL provider will submit grades for OLL course(s) completed within 10 days of assignment of final grades.