

# UTAH VIRTUAL ACADEMY OFFERS INDIVIDUAL COURSES FROM THE K<sup>12</sup> HIGH SCHOOL CURRICULUM

Individual, tuition-free online courses are available statewide to any high school student who is currently attending either a brick-and-mortar school within his or her resident district or a state-approved charter school. There is no waitlist for individual enrollment. Once enrolled, students can take the equivalent of two full-year online courses from the K<sup>12</sup> catalog that are offered through Utah Virtual Academy, while still being enrolled in their local high school.

## READY TO ENROLL?

1. Review the course offerings listed on **K12.com/advance** and select up to two online courses.
2. Complete and print this form and schedule a time to meet with your primary high school counselor. As part of the enrollment process, he or she is required to review and approve your online course selection to ensure consistency with graduation requirements and any Individualized Education Plan (IEP) that may be in place.
3. Set up an enrollment account by selecting the "Individual Course Enrollment" path at **K12.com/UTadvance** so that we can help explain each step in the enrollment process.
4. After you have reviewed your course selection from this form with your primary high school counselor, he or she will need to enter the required information into the Course Credit Acknowledgement (CCA) online form on the Utah State Office of Education website. Your counselor should follow these steps:
  - A. Go to **www.schools.utah.gov**
  - B. Select "Public Education Online" from the "Popular Links" menu on the right side of the screen.
  - C. Click "Info for Primary Schools and LEAs" on the left side of the screen.
  - D. Click "Course Credit Acknowledgement Form."



# Request to Enroll in Utah Virtual Academy Individual High School Courses

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## STUDENT INFORMATION

.....  
First name Last name

.....  
Expected graduation date

.....  
Current total credits (including online courses)

Does the student require a Section 504 accommodation?  Yes  No  Don't Know

Does the student have an Individual Education Plan (IEP)?  Yes  No  Don't Know

If so, has the IEP team approved this change to the plan?  Yes  No  Don't Know

## STUDENT DESIRED COURSE(S) (UP TO 2)

**OPTION 1 :**

**OPTION 2 :**

**Utah Virtual Academy**  
.....

Online course provider

Will the online course(s) cause the student to exceed the online course credit limit for the Statewide Online Education Program (2.0 for the school year)?  Yes  No

## PARENT OR GUARDIAN INFORMATION

.....  
First name Last name

.....  
Daytime phone

.....  
E-mail address

.....  
Parent/guardian signature Date



**UTAH**  
VIRTUAL ACADEMY <sup>SM</sup>

[K12.com/UTadvance](https://www.k12.com/UTadvance) | 855.644.3254