

**Acknowledgement of Learning Coach Role and Responsibility**

As the Learning Coach for my student(s) at the K12 International Academy, I \_\_\_\_\_  
acknowledge and accept the following responsibilities as it pertains to the monitoring and support of my  
student:

It is my responsibility to:

- Monitor my student’s grades and pacing within their courses. This is accomplished by regularly logging into the Learning Coach account via the tools and resources available to me within my Online School.
- Encourage my student(s) to connect with their teachers in the live sessions, as well as over Skype and Email when there is a question or concern regarding their course work.
- Review teacher feedback with my student, and assist my student in implementing the feedback.
- Ensure that my student(s) is (are) moving through the online lessons and assignments sequentially and thoroughly.
- Be familiar with and make sure both my student and I adhere to the policies as written in the Student and Parent Handbook, especially as they pertain to:
  - Academic Integrity
  - Program Changes (Extensions, Accelerations, Course Changes and Start Date Changes)
- Inform the teachers and academic support staff aware of any issues impacting student performance.
- Read and respond to communications from teachers and other academic support staff in a timely fashion.

I understand that fulfilling my role as a Learning Coach is vitally important to the success of my student within the program, and agree to fulfill the above responsibilities to the best of my ability. I am aware that my Student Support Staff can help answer any questions about best practices for fulfilling my role as a Learning Coach, and will reach out for assistance when I am unsure.

Name of Learning Coach: \_\_\_\_\_

Student(s)

\_\_\_\_\_  
\_\_\_\_\_

Learning Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_