



# 2023-2024 FALL/SPRING Online Course Request

**Student Name:** \_\_\_\_\_

**Grad Year:** \_\_\_\_\_

**Counselor Name:** \_\_\_\_\_

**Current** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Student Email:** \_\_\_\_\_

**Parent Email:** \_\_\_\_\_

**Check all that apply to student requesting course:**     Free/Reduced Lunch     504     ESOL     IEP     TAG

Selected Online Provider	Name of Course	Section of the Course:	Semester:
<input type="checkbox"/> Fulton Virtual School (FVS) Log on to Infinite Campus and register through Vector.		<input type="checkbox"/> A/Sem 1 Content  <input type="checkbox"/> B/Sem 2 Content  <input type="checkbox"/> AB/Yearlong Content	<input type="checkbox"/> Fall  <input type="checkbox"/> Spring  <input type="checkbox"/> Yearlong
<input type="checkbox"/> Georgia Virtual School (GAVS) <a href="https://gavs.geniussis.com/">https://gavs.geniussis.com/</a>			

When Course Will be Taken and Scheduled
<input type="checkbox"/> <b>As a class in my schedule during the regular school day</b> (if selected, choose one of the options below) <ul style="list-style-type: none"> <li><input type="checkbox"/> Will complete in CHS computer lab as a scheduled period during the school day (<b><u>Complete Section A</u></b> on the back)</li> <li><input type="checkbox"/> Will complete from home/off-campus (<b><u>Complete Section B</u></b> on the back)</li> </ul> <p style="text-align: center;"><b>PLEASE INDICATE WHICH PERIOD YOU WILL TAKE THE COURSE(S) FROM HOME.</b></p> <p style="text-align: center;">Course _____ Period ____    Course _____ Period ____</p>
<input type="checkbox"/> <b>As an additional class beyond my 6 classes scheduled during the regular school day</b> ( <b><u>Complete Section C</u></b> on the back)

**Before any online course will be approved, BOTH SIDES OF THIS FORM MUST BE COMPLETED by the student and parent.**

	Student Initial	Parent Initial
<i>In accordance with Fulton County Board Policy, I understand all requests to add or drop an online course must be made within the first 10 days of the semester.</i> <ul style="list-style-type: none"> <li>• Students are not permitted to drop a yearlong face-to-face class at the end of semester 1 to take the class online for semester 2.</li> </ul>		
<i>I understand that grades for ALL online courses students are enrolled in after the 10th day of the semester will be posted on the student's official Centennial transcript (both passing and failing).</i> <ul style="list-style-type: none"> <li>• All attempted online courses and grades will be recorded onto the student's transcript and factored into the overall GPA.</li> </ul>		
<i>I understand that online classes are just as rigorous, if not more so, than face-to-face classes.</i>		
<i>I understand that online classes require students to spend at least 1 hour per day on coursework for each online class.</i> <ul style="list-style-type: none"> <li>• Students who take FVS courses will be expected to communicate with their teachers on the phone and complete a "Meet the Teacher" call as part of their course work. Students will also complete at least two discussion-based assessments each term.</li> </ul>		
<i>I understand that online courses require me to be self-directed, self-disciplined, and to work independently to be successful in the class.</i> <ul style="list-style-type: none"> <li>• I understand that the student is responsible for following and keeping up with the online course syllabus, as provided by the online teacher.</li> </ul>		
<i>I understand that online courses are taken externally and not part of Centennial High School.</i> <ul style="list-style-type: none"> <li>• All concerns and issues should be addressed directly with the teacher of the online course.</li> <li>• Questions about progress grades, class assignments, and final exams should be directed to the teacher of the online course. Centennial does not have access to this information.</li> <li>• Phone and email contact information for online teachers are available via the student's online class portal.</li> </ul>		
<i>I understand that online class teachers and providers use email to communicate with students and parents.</i>		
<i>I understand that End of Course tests will be required for any courses that have a corresponding EOC test in Fulton County. Students taking AP courses online are required to register for their AP exam through their local high school.</i> <ul style="list-style-type: none"> <li>• It is my responsibility to ensure that I, the student, take the appropriate test(s) at the appropriate time(s).</li> <li>• Standardized testing (if applicable) must be taken at the student's home school.</li> </ul>		
<i>I understand that if I take a course with Fulton Virtual communication is an important part to this course. This means both student and parent must complete a Meet the Teacher call. Students must complete at least two Discussion Based Assessment on the phone with their teacher throughout the term.</i>		

I have reviewed the Virtual School provider's website and am aware of the expectations and responsibilities of taking an online course.		
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<b>SECTION A: Taking Online Class as 1 of the 6 classes in my schedule on CHS computer lab</b>	<b>Student Initial</b>	<b>Parent Initial</b>
<p>Students taking online courses on campus during the school day must work on their class in the CHS Virtual Lab. Lab space is limited to 25 students per class (seats are assigned first come first serve).</p> <ul style="list-style-type: none"> <li>If there is no space in the virtual lab, the student will then be required to take the class face to face.</li> </ul>		
<p>Attendance will be taken in the Virtual Lab every period and every day by the lab facilitator.</p> <ul style="list-style-type: none"> <li>Students will be marked present/tardy/absent just as any other face to face class.</li> <li>Students are expected to work on their online class during this time</li> </ul>		
<p>If a student wishes to drop an online class from their schedule, this should be requested in writing by the parent/guardian within the first 10 school days of the course.</p> <ul style="list-style-type: none"> <li>This is in accordance with Fulton County Board Policy IHA, students are expected to complete courses for which they are enrolled.</li> </ul>		
<p>Students who fail an online class taken during the school day will not be approved to retake the class as an online class during the school day.</p>		

<b>SECTION B: Taking Online Class as 1 of the 6 classes in my schedule off-campus/from home</b>	<b>Student Initial</b>	<b>Parent Initial</b>
<p>Students taking online courses off campus will be scheduled for these classes during either 1st or 6th period.</p> <ul style="list-style-type: none"> <li>With parent/guardian permission, student may arrive later or leave earlier than the typical arrival and dismissal times of the school.</li> <li>It is the student and his/her parents or guardians' responsibility to provide transportation and arrange timely pick-up from and drop off for school.</li> </ul>		
<p>Students being dropped off after the start of the school day must report to their class on time. No excused absences will be given for arriving to school late.</p> <ul style="list-style-type: none"> <li>Students must follow all school check in and check out procedures.</li> <li>Students are not permitted to loiter on campus during these respective periods and may face disciplinary consequences for loitering. Ex: If a student is taking an online class off campus 6th period, the student should leave campus at the end of 5th period. If a student is taking an online class off campus in 1st period, he/she should arrive to school in time for 2nd period to start.</li> </ul>		
<p>As provided by Fulton County Board Policy IHA, students are expected to complete courses for which they are enrolled. If a student wishes to drop an online class from their schedule, this should be requested in writing by the parent/guardian within the first 10 school days of the course.</p>		
<p>Students who fail an online class taken during the school day will not be approved to retake the class as an online class during the school day.</p>		

<b>SECTION C: Taking Online Class as an additional class beyond the regular school day</b>	<b>Student Initial</b>	<b>Parent Initial</b>
<p>Students taking online courses off campus and outside of the school day will appear on their schedule as 12th period or as a summer course.</p> <ul style="list-style-type: none"> <li>Parent/Guardians are responsible for the cost of the requested course(s)</li> <li>Online courses being taken beyond the regular school day may be requested through the online course registration deadline.</li> </ul>		
<p>Students who wish to drop a GAVS class scheduled for 12th period or as a summer course may do so within 10 days from the date the student completes orientation (first 3 days of summer session).</p> <ul style="list-style-type: none"> <li>To get a refund, the student must withdraw from the course while eligible for a refund (see provider website for dates/processing fees may apply).</li> </ul>		

**My signature below indicates I am releasing Fulton County Schools of any responsibility for the student choosing to participate in online classes off campus. I have read and agree to the conditions set forth by Centennial HS and Fulton County Schools.**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**PLEASE REGISTER FOR YOUR COURSE(S) AND COMPLETE/RETURN YOUR CONTRACT TO THE COUNSELING OFFICE.**