



# VIRTUAL SCHOOL ENROLLMENT FORM

Please e-mail to [jellis@putnamcityschools.org](mailto:jellis@putnamcityschools.org) OR Fax to (405)491-7634

<b>SCHOOL YEAR:</b>	
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<b>STUDENT INFORMATION</b>
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<b>Student Name:</b>			
	Last Name	First Name	Middle Name

<b>Putnam City ID #:</b>		<b>Current School:</b>	
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<b>Gender:</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Date of Birth:</b>		<b>Grade Level When Taking This Course:</b>	
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<b>Home Address:</b>	
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<b>Parent/Guardian e-mail address: (Primary Parent and Learning Coach)</b>	
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<b>Guardian 1 Information: (Primary Parent and Learning Coach)</b>	Name:
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<b>Guardian 1 Information: (Primary Parent and Learning Coach)</b>	☎ (    )	☎ (    )
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<b>Guardian 2 Information:</b>	Name:
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<b>Guardian 2 Information: Alternative Phone:</b>	☎ (    )	☎ (    )
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<b>Have you ever been identified to receive Special Services?</b> (Check all that apply.)	<input type="checkbox"/> English Language Learner	<input type="checkbox"/> Special Education (IEP)	
	<input type="checkbox"/> Gifted and Talented	<input type="checkbox"/> 504 (Medical)	

<b>Transfer: Are you attending Putnam City due to an out of district transfer?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
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<b>Have you ever been enrolled with Connections Learning Online Virtual School?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
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<b>Is your child enrolled in the Oklahoma's Promise program?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
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I agree to the following expectations for Virtual School and this acknowledgment?

- I understand that virtual school is rigorous, requires self-discipline and organization.
- I understand that virtual school is not the best academic placement for all students.
- I am aware that I must supply my own computer and have internet service to complete this program.
- Failure to log into your account and complete assignment for more than 10 days will result in a withdraw.
- Respond to the PC Virtual Office or Online Teachers when requested.
- Take all State assessments for assigned grade level curriculum at my assigned school.
- Complete all courses with passing grades by semester end date or be expected to return to your site.
- I only have 10 days to make a change to my schedule otherwise I understand that I must remain enrolled in the virtual course for the remainder of the semester and that I can change the course at the new semester.
- Abide by all Putnam City School District rules in regard to behavior, conduct, and attendance.

I understand that failure to meet the expectations listed above may result in transition out of the PC Virtual program.

Student's Signature	Date
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Parent's Signature	Date
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STATE OF OKLAHOMA STANDARD FORM
CONSENT FOR THE RELEASE OF CONFIDENTIAL INFORMATION

I understand that these records are protected under federal and State confidentiality regulations and cannot be released without written consent unless otherwise provided for in the regulations.

AUTHORIZING PERSON [ ] CHILD [ ] PARENT [ ] GUARDIAN [ ] LEGAL CUSTODIAN [ ] OTHER
request that information concerning:

NAME OF CHILD DATE OF BIRTH STUDENT IDENTIFIER

be released and authorize Putnam City School District
NAME OF PERSON OR AGENCY RELEASING INFORMATION
5604 N.W. 41st St., Oklahoma City, OK 73122

ADDRESS OF PERSON OR AGENCY RELEASING INFORMATION: INCLUDE STREET ADDRESS/P.O. BOX, CITY, STATE AND ZIP

to release to:

Connections Ed., LLC OK State Dept. of Education
NAME/AGENCY NAME/AGENCY NAME/AGENCY
1001 Fleet St., 5th Floor 2500 N. Lincoln Blvd.
ADDRESS ADDRESS ADDRESS
Baltimore, MD 21202 Oklahoma City, OK 73105
CITY, STATE, ZIP CITY, STATE, ZIP CITY, STATE, ZIP

The following information: Student Education Records
KIND AND/OR EXTENT OF INFORMATION TO BE RELEASED

For the following purpose(s): Participation in supplemental online courses

If the records to be disclosed are education records (which may include discipline records), they are maintained and released in accordance with the Family Educational Rights and Privacy Act (FERPA).

THE INFORMATION I AUTHORIZE FOR RELEASE MAY INCLUDE INFORMATION AND RECORDS WHICH MAY INDICATE THE PRESENCE OF A COMMUNICABLE OR NONCOMMUNICABLE DISEASE, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO, DISEASES SUCH AS HEPATITIS, SYPHILIS, GONORRHEA AND THE HUMAN IMMUNODEFICIENCY VIRUS, ALSO KNOWN AS ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS).

(Signature of person authorizing release)

(Date)



## **Important Information**

### **Next Steps**

Once your application has been processed you will be contacted by the coordinator for Putnam City Schools. Orientation may be scheduled at this time for both the student and a guardian. During orientation the family will complete the Virtual School Readiness Questionnaire, begin the screening for placement and be introduced to the program. All high school students will then be referred to contact their high school counselor and schedule a meeting with the virtual school counselor to complete a credit check and course placement. After completion of course selections with your counselor or with the district coordinator the student will then be enrolled with Connections Learning.

**Enrollment into Connexus with Connections Learning takes 24 hours to process and course placement may take up to 3 days.**

### **Log-in Information**

Within 24 hours of enrollment, a username and password for both the Learning Coach and Student will be sent to the email address provided on the Putnam City Virtual application. If there is ever a change with the email address, please contact the Putnam City Virtual office immediately.

### **Orientation**

Once the Student and Learning Coach each receive their usernames, they will be required to log into the Connexus system and complete the orientation listed on the screen. This orientation will teach both how to maneuver through the program, as well as introduce them to system features.

### **Curriculum**

Connections Learning courses and curriculum can be challenging and require discipline from both the student's effort and through parental support. Although Connections Learning teachers are exceptional, students attending school online do not have access to the one-one-one support that students in the traditional schools receive. In addition, most of the online teachers require online portfolios and other projects to determine mastery of the objectives. Students with reading levels that are below-grade level may struggle with the curriculum and it is advised to collaborate with your child's school to determine proper placement.

### **Individualized Education Programs**

Due to the nature of online or virtual education, not all IEP modifications can be provided by Connexus teachers. Teachers cannot reduce the amount of work or the number of answer choices. They can, however, allow for extra time to complete assignments. **Students with an IEP must request a meeting with the IEP team and special education teacher to complete a change of placement and IEP review.** If all team members agree that online curriculum will be educationally appropriate for the student, than the student may proceed with his or her enrollment into virtual school.

### **Flexible Time**

The time a student spends working on coursework is flexible, but it is still required that students log in and complete work every school day.



### **Attendance Requirements**

Students are required to log daily during the school week. Students can expect to spend up to 7 hours per day working on coursework. Late enrollees will most likely need to work longer hours in order to catch up. Per Putnam City Attendance Policy and Oklahoma state law, students will be dropped immediately following a 10 consecutive absences from virtual school. They will be referred to their regular school site for re-enrollment.

### **Learning Coach Responsibilities**

**The Learning Coach is responsible for logging the student's attendance on a DAILY basis.** The Learning Coach must also ensure that students are progressing in their coursework and maintaining passing grades. If the student is struggling with the coursework, it is the Learning Coach's responsibility to make sure the online teacher is contacted.

It is also the Learning Coach's responsibility to check their webmail (described below) **EVERY DAY**. Important information will often be communicated with this system.

### **Communication**

One of the Connexus features is the program webmail. This webmail should be used by Learning Coaches and students to communicate with the Connexus teachers, Connections Learning Program manager and the Putnam City Virtual Coordinator. Webmail should be checked daily for important information. Parents and/or students are expected to return phone calls and emails to Connexus teachers.

### **Connexus Teachers**

The Connexus teachers are very helpful and supportive. They go out of their way to help students succeed in virtual learning. It is important that students and learning coaches communicate regularly with their teachers.

**Communication with the teachers is key!** If a student is struggling, the first thing they should do is contact their teacher.

### **Textbooks and Materials**

Students may receive a shipment of supplemental materials following their placement in courses. These materials may include workbooks, textbooks, and supplemental reading books. Please note that most secondary textbooks are online. If parents desire a hard-copy textbook, the ISBN can be provided. However, it is the financial responsibility of the parent to purchase the textbook.

### **Technology**

Putnam City School District does not provide a laptop or desktop for students, although necessary for the program. This is the financial responsibility of the parent. To enroll, the parent must acknowledge that access to the internet is available and required for success in the program.

### **Technical Support**

Issues with the Connexus program must be resolved by the Technical Support Team (1-888-679-7740).

### **Required District and State Tests**

Students must take all District- and State-required assessments.