Request to Enroll in Online Course

Section 1: to be completed by student/parents and returned to Counselor

Name of Student:__________________________________________ Projected Graduation Year:__________

Title of Online Course____________________________________ First time class or Repeat (circle one)

Title of Online Course____________________________________ First time class or Repeat (circle one)

Term   ☐ Fall   ☐ Spring   ☐ Summer   Year _____________________

Name of Online Vendor:____________________________________

Web address of Vendor:____________________________________

Accrediting Agency for Vendor:____________________________________

Party Responsible for Payment:____________________________________

Note: If the vendor listed above is affiliated with a Tennessee public school district, enrollment should occur through collaboration with the school counselor and the WCS Coordinator for Instructional Technology. Parents of WCS students should not contact Tennessee public school districts to enroll students in online coursework.

Student Signature________________________________________ Date________

Parent Signature________________________________________ Date________

Counselor Signature________________________________________ Date________

Principal Signature________________________________________ Date________

Asst. Superintendent of High Schools Signature*________________________ Date________

*Required during school calendar year for any course that is taught in the school in which the student is enrolled or during summer months for any request to enroll in math, foreign language, or science courses.

Counselor/Registrar Use Only

Proof of Enrollment Submitted________________________________ Date________

Transcript Received**________________________________________ Date________

**Per WCS Board Policy 4.6051b all e-course grades are entered as Pass/Fail on the WCS transcript and carry no GPA value. No grades will be entered on the transcript without an Official Transcript of grades which should be sent directly from the online vendor to the school counselor.