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)

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.