



## WILLIAMS BAY HIGH SCHOOL

### Online Course Request

Students must complete the following form to request approval to take an online course.

**The following criteria must be met prior to a student being granted approval to enroll in an online course(s):**

- Student must have exhausted all on campus course opportunities in the given subject area or the course is not offered at Williams Bay High School.
- Student must provide a teacher recommendation indicating that they are responsible and capable of working diligently and independently.
- Student must have earned grades of a C or above in all courses in the quarter prior to enrollment in an online course.
- Student has a course scheduling conflict that precludes them from taking the course on campus.
- Permission granted by the building principal.
- If a student is taking a course for credit recovery, permission will be granted by the school counselor and building principal.

**The following conditions will apply during enrollment in an online course(s):**

- The end date of all online courses will coincide with the semester end date for all onsite classes.
- Grades from district-provided online courses will be fully included on the student transcript and be part of the Grade Point Average consistent with Board Policy.
- The family will pay the cost of the course prior to enrollment and will become a family responsibility if a student earns a D or lower. If the student passes with a C or better, the family will be reimbursed for the full cost of the course.

---

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Period \_\_\_\_\_

Email \_\_\_\_\_ Birthdate \_\_\_\_\_ Phone No. \_\_\_\_\_

**Online Course Fees:** Wisconsin Virtual School \$325 per semester, \$200 per credit recovery course

Full Course Title \_\_\_\_\_

Why do you want to take this course?

\_\_\_\_\_

Name of the person to whom the reimbursement check should be made payable

\_\_\_\_\_

**I understand the criteria and conditions for taking an online course(s):**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Registered by \_\_\_\_\_ Date \_\_\_\_\_