

Request to complete an Online or Correspondence Course

Student Name: _____ Grade _____ Date _____

Course: _____

Reason for request:

Online and correspondence courses are alternative methods for WHS students to earn high school credit. These alternative methods do not provide the foundations and depth of instruction that a full year Westlake course provides. Completing an online or correspondence course may not prepare you for the rigor and expectations of future Westlake courses.

Students who are completing an Online or Correspondence course will abide by the following expectations:

1. Complete all lessons according to TTU or UT requirements with mastery level at 70% or higher average
2. Coordinate final exam proctoring with counseling staff
3. Complete final exam to demonstrate mastery at 70% or higher for each semester
4. Complete the EOC exams for required State courses when offered

Permission to complete an Online or Correspondence Course is a privilege. These expectations must be met if the student is to profit from this instructional arrangement.

Information regarding the completed course:

- Course will not appear in the student's schedule
- Percent mastery grade will appear on the student's official high school transcript but will not be calculated into the weighted GPA
- The grade earned in an online course does not affect eligibility for "no pass/no play"
- Correspondence/online courses do not meet NCAA requirements

This contract has been read and agreed to by those whose signatures appear below:

Please note: **Students are only allowed to take 2 credits of online or correspondence courses for graduations requirements in Eanes ISD.**

Student Signature _____

Parent Signature _____

Assistant Principal _____

Counselor _____

Request Approved _____ Yes _____ No

Date Approved _____

File original with the Counselor and provide a copy to the registrar and the students/parents