



VIRTUAL SCHOOL ENROLLMENT FORM

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

SCHOOL YEAR: _____

STUDENT INFORMATION

Student Name:			
	Last Name	First Name	Middle Name

Current School:		Date of Birth:	
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Current Grade Level:		Putnam City ID #:		Gender:	Male	Female
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Transfer:	Are you attending Putnam City due to a Transfer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
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Courses Needed:	Elementary and middle school students are full time students. High school students may enroll as Part Time or Full Time. If in high school, are you enrolling full time or part time due to taking other classes at a Putnam City school? <input type="checkbox"/> Full Time or <input type="checkbox"/> Part Time ?					
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Home Address:					
	City	State	Zip		

Parent/Guardian e-mail address:					
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Home Phone:	()	Cell Phone:	()
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Guardian 1 Information: (Primary Parent and Learning Coach)	Name: _____				
	Address: _____				

Guardian 2 Information:	Name: _____				
	Address: _____				

Alternative Phone:	☎ ()	☎ ()			
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Have you ever been identified to receive Special Services? (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)		

Have you ever been enrolled with Connections Learning Online Virtual School?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Is your child enrolled in the Oklahoma's Promise program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

Do you agree to the following expectations for Virtual School students?

- Abide by all Putnam City School District rules in regard to behavior, conduct, and attendance.**
- 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/course.**
- Complete all courses with passing grades by semester end date.**

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

Student's Signature	Date
Parent's Signature	Date



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 SSN

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 be informed of the program, complete required documentation and build a schedule for the term/terms enrolling into virtual school. All high school students must contact their high school to schedule a meeting with the virtual school counselor to complete a credit check and course placement.

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

Log-in Information

A few days after 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 should log into the Connexus system and complete the orientation listed on the screen. This orientation will teach them how to maneuver through the program, as well as introduce them to system features.

Curriculum

The Connexus courses and curriculum can be challenging and require discipline from both the student and 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 a minimum of 32 hours per 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 also show proof of Internet services which are also 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.