

# HISD | Virtual Learning

## Tuition Based Program Enrollment Form | 713-556-7295

### Student Information (Type or Print Clearly)

Student ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name, MI Student's Email Address

\_\_\_\_\_  
Street Address Apt# City, State, Zip Code Student's Cell No.

\_\_\_\_\_  
Parent's Full Name Parent's Email Address Home Phone No.

All information is required, any missing information may result in delayed enrollment.  
Any incorrect or illegible information may result in delayed access.

\_\_\_\_\_  
Parent's Cell No.

### Campus and Course Information (Type or Print Clearly)

School Type:

- ☐ Houston ISD  
☐ Out of District  
☐ Home Schooled

\_\_\_\_\_  
Counselor's Name

\_\_\_\_\_  
Current School Name

☐ I'm a middle school student

\_\_\_\_\_  
Counselor's Email

\_\_\_\_\_  
Name of HS I plan on attending (Receiving School)

### Course Selection (Type or Print Clearly)

\_\_\_\_\_  
Course Name ☐ Original Credit ☐ Credit Recovery \_\_\_\_\_  
☐ Credit By Exam ☐ 14 Wks. ☐ 10 wks. Summer

\_\_\_\_\_  
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\_\_\_\_\_  
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☐ Credit By Exam ☐ 14 Wks. ☐ 10 wks. Summer

\_\_\_\_\_  
Course Name ☐ Original Credit ☐ Credit Recovery \_\_\_\_\_  
☐ Credit By Exam ☐ 14 Wks. ☐ 10 wks. Summer

**Counselor Acknowledgement:** I have verified that the student is requesting the correct course required for high school graduation. I confirm that the student is allowed to take the course online through the HISD Virtual School Department, and that the course credit and grade will be accepted by the school named above. According to HISD School Guidelines, middle School students may not under circumstances take online or distance-learning courses for original credit for any high school course with a STAAR End-of-Course assessment and incoming 9th graders may not take online health or PE.

Furthermore, I have made arrangements with the parent/student for completing a supervised final exam and/or EOC, if required, on my campus, which is named above.

\_\_\_\_\_  
Counselor's Signature (Required) | Date

### HOUSTON INDEPENDENT SCHOOL DISTRICT

Hattie Mae White Educational Support Center • 4400 West 18<sup>th</sup> Street • Houston, Texas 77092-8501  
www.HoustonISD.org • www.facebook.com/HoustonISD • www.twitter.com/HoustonISD

## Agreement to Policies, Procedures and Responsibilities *Please initial next to each item*

### Notice of Student Course Participation Expectation

\_\_\_\_ Students must enter the course, complete and submit assignments for grading on a regular basis (3 days a week); students **MUST NOT** wait until the end of the semester to submit all work at the same time. **Students will be withdrawn after 15 days of inactivity.**

\_\_\_\_ Students must maintain open and frequent communication with assigned teacher of record and Virtual School Department regarding technical difficulties and other problems that may occur while enrolled in the course. This includes any Internet disconnection, family emergencies, or any other events that prevent the student from entering the course or completing and submitting assignments for grading longer than seven (7) consecutive days.

\_\_\_\_ Student must communicate with teacher regarding questions about their coursework and their course in general.

Is there anything important or specific that you would like to share about your child that would prevent him or her from complying with these expectations? [ ] Yes [ ] No If yes, please explain:

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### Notice of Assessments

\_\_\_\_ Every student must complete a final exam for each course in which they are enrolled in and **MUST** be completed & proctored **at their home campus**. **The final exam is worth 25% of the course grade, and students must earn a 60 or more on the final exam in order to process grades.**

\_\_\_\_ According to HISD School Guidelines, Middle School students may not under any circumstances take online or distance-learning courses for original credit for any high school course with a STAAR End-of-Course assessment and incoming 9th graders may not take online health or PE.

### Notice of Academic Dishonesty

\_\_\_\_ Academic Dishonesty or Academic Misconduct is any type of cheating that is performed while taking an online course through the Virtual School Department Tuition-Based Program. The Virtual School Department does not tolerate Academic Dishonesty.

**1ST Time Offense:** Students involved in academic dishonesty will receive a zero (0) on the assignment and will be given a withdrawal warning.

**2nd Time Offense:** Students involved in academic dishonesty a second time will be removed from the online course and receive a failing grade for the course which will appear on their

### REGISTRATION and PAYMENT

We now **only take payment online**, which will then require you to legibly scan and email your enrollment form to me at [vsdenrollments@houstonisd.org](mailto:vsdenrollments@houstonisd.org).

**Title your email: NEW ENROLLMENT FOR (Student Name)**

### Withdrawal Procedures

\_\_\_\_ If a student must withdraw from a course, the student may do so by submitting a written request by e-mail to the Virtual School Department at [vschool@houstonisd.org](mailto:vschool@houstonisd.org). Students who withdraw within the first five days of enrollment are eligible to receive a refund based on the day of withdrawal request:

On or before the 1st day of class = 100% refund  
 2nd day of class = 80% refund  
 3rd day of class = 60% refund  
 4th day of class = 40% refund  
 5th day of class = 20% refund

\_\_\_\_ Students who withdraw between day 6 and 14 will not receive a refund, but may be withdrawn from the course(s) without academic penalty reported on their permanent academic record.

\_\_\_\_ **Students who withdraw from an original credit course after the second week of class will receive a 50w, which the school will record on the student's permanent academic record. Students will not be eligible for a credit recovery option.**

### Textbook & Other Materials

\_\_\_\_ Regular Core High School Courses: Textbooks required for course will be on loan to the student for the duration of the course and must be returned in good or like condition as when it was issued on the day the student complete the final exam. In the event that the textbook is not returned, the parent/student must pay for the textbook.

\_\_\_\_ Advanced Placement (AP) Courses: Parent/Student must purchase textbooks and materials separately.

\_\_\_\_ Parent/Student is responsible for acquiring required materials such as computer, microphones, headphones, printers, web cameras and other materials/software required to complete the courses online.

### No Pass/No Play

\_\_\_\_ " Under the state's "no pass/no play" law ... a student who receives a grade lower than 70 (or the equivalent) in any academic course is ineligible to participate in extracurricular activities.

**ENROLLMENT DEADLINE: Wednesday of every week**  
**Start Date: Monday of the following week**

**Make payment by visiting:**

<http://www.houstonisd.org/Page/161677>

**By signing this document you agree to all policies, procedures, and responsibilities issued by the HISD Virtual School Department.**

Parent's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**Student agreement must be signed and submitted in order to process enrollment.**

