



Virtual School Department

Tuition Based Program Enrollment Form

4400 W. 18th St., Houston, TX 77092 | Tel. (713) 556-7295 | Fax. (713) 556-6814

Student Information (Type or Print Clearly)

Student School ID No. _____ Date of Birth: _____ Gender: _____ Grade Level: _____

Last Name _____ First Name _____ Middle Initial _____ Student's Email _____

Street Address _____ Apt # _____ City, State, Zip Code _____ Student's Cell Number _____

Parent's Full Name: _____ Parent's Email: _____ Home Phone Number _____

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 Number _____

Campus & Course Information (Type or Print Clearly)

Is your school in ☐ Houston ISD
☐ Out of District

School Name _____ Street Address _____ City, State, Zip Code _____

Counselor's Name _____ Counselor's e-mail address _____ Counselor's Phone Number _____

Course Selection (See Page 3 for prices and discount options)

Course Name _____ ☐ Original Credit ☐ Credit By Exam Only ☐ Fall ☐ Spring ☐ Summer
☐ Credit Recovery Teacher Assigned (office Use Only) _____

Course Name _____ ☐ Original Credit ☐ Credit By Exam Only ☐ Fall ☐ Spring ☐ Summer
☐ Credit Recovery Teacher Assigned (office Use Only) _____

Course Name _____ ☐ Original Credit ☐ Credit By Exam Only ☐ Fall ☐ Spring ☐ Summer
☐ Credit Recovery Teacher Assigned (office Use Only) _____

Course Name _____ ☐ Original Credit ☐ Credit By Exam Only ☐ Fall ☐ Spring ☐ Summer
☐ Credit Recovery Teacher Assigned (office Use Only) _____

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. I am aware that starting with the 2011-12 school year, all students entering the 9th grade are required to complete an End of Course (EOC) Exam for the following courses: Algebra 1, Geometry, Algebra 2, Biology, Chemistry, Physics, W. Geography, W. History, and US History. The exam must be taken at the student's campus, which is named above. In addition, I know that the Virtual School Department will include me in progress reports, and may request my help in reaching out to a student, should the need arise.

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 Signature (Required)

Date

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 question 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: _____

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.**

_____ Starting with the 2011-12 school year, all students entering the 9th grade are required to complete an End of Course (EOC) Exam For the following courses: Algebra 1, Geometry, Algebra 2, Biology, Chemistry, Physics, W. Geography, W. History, and US History. The exam must be taken at the student's campus.

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 permanent academic record.

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. 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 after the second week of class will receive a 50w, which the school will record on the student's permanent academic record.**

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.

SUBMITTING YOUR ENROLLMENT FORM

In person(8:30 am -4:00pm) or by U.S. Mail

**Virtual School Department
4400 W. 18th Street
Houston, TX 77092**

Cash, Money Order or Cashier's Checks Only

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

Student Signature

Date

Parent Signature

Date

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



HISD Virtual School Department

Discount Options and Payment Responsibilities

HOUSTON ISD EMPLOYEE DISCOUNT

The HISD Virtual School is making available to all HISD employees a 15% discount on all of our regular, advanced placement and foreign language online high school courses.

All HISD employees with students (in or out of HISD) interested in taking online high school courses for credit are invited to participate in this discount program.

A parent or legal guardian must be presently employed by the Houston Independent School District at the time of student registration. A 15% discount will be applied to the courses purchased, therefore an HISD employee purchasing a course for his or her child will pay:

\$170.00 for a non AP course, per semester
\$212.00 for a AP course, per semester

Parent must provide a copy of Employee ID at time of enrollment or include it in with enrollment form if not present at time of enrollment or in case the form and payment are sent via U.S. Mail.

MULTI-COURSE DISCOUNT

Available to all parent and students is a 15% discount on all of our online high school courses, after the purchase of one course at regular price. Therefore parents and students will pay:

\$200.00 for the first non-AP course, per semester, and
\$170.00 for every non-AP course, per semester, purchased thereafter

\$250.00 for the first AP course, per semester, and
\$212.00 for every AP course, per semester, purchased thereafter

Parent/student must register for multiple courses at once, during any given semester to be eligible for the discount.

All parents and students (in or out of HISD) interested in taking online high school courses for credit are invited to participate in this discount program.

Course Extension Fee

Students who require more time to complete their course work must pay a \$50.00 fee per semester course for a 30 day extension. **The request for the extension must be made in writing to mbonill3@houstonisd.org by the parent two (2) weeks before the original course end date.** Request made by students will not be honored.

PAYMENT RESPONSIBILITIES

Parents/Students are responsible for making a payment at time of registration. Students will not be enrolled in a course unless full payment has been made. Parents/Students must make payment with a **MONEY ORDER** or **CASHIER'S CHECK**, made payable to HISD - Virtual School Dept.

*The HISD Virtual School Department **does not** accept payments made with debit/credit cards or personal checks.*