

## OVERVIEW

STUDENTS IN MICHIGAN PUBLIC SCHOOLS CAN REQUEST TO ENROLL IN UP TO **2** VIRTUAL COURSES PER ACADEMIC TERM with parents' consent

STUDENTS MAY ENROLL IN MORE THAN **2** VIRTUAL COURSES

if the student and student's district agree that it is in the student's best interest

OPEN TO GRADES

# K-12

BUT DISTRICTS CAN DENY ENROLLMENT FOR STUDENTS IN K-5

## DEFINITIONS



### PRIMARY DISTRICT

the district that enrolls the student and reports the student for pupil membership purposes



### PROVIDER

the district, intermediate district, state virtual school, or community college that the primary district pays to provide the virtual course created by them or brokered through a 3rd party



### VIRTUAL COURSE

a course of study that is:

- Capable of generating a credit or a grade
- Provided in an interactive learning environment
- Majority-delivered using the Internet
- Able to deliver instruction to students who are separated from their instructor or teacher of record by time, location, or both



### TEACHER OF RECORD

an individual who is employed or contracted through the provider to teach the virtual course



### INSTRUCTOR

an individual who is employed or contracted through a community college to teach the virtual course

## REASONS FOR DENIAL OF ENROLLMENT REQUESTS

**K-5**

The student is in grades K-5



The student has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content



The virtual course is of insufficient quality or rigor. A primary district that denies for this reason shall enroll the pupil in a virtual course in the same or a similar subject that it determines is of acceptable rigor and quality.



The student has previously gained the credits that would be granted from the virtual course



The virtual course is not capable of generating academic credit



The virtual course is not consistent with the student's remaining graduation requirements or career interests



The student has failed a previous virtual course in the same subject during the two most recent academic years



The virtual course enrollment request did not occur within the same timelines established by the student's district for enrollment and schedule changes for regular courses

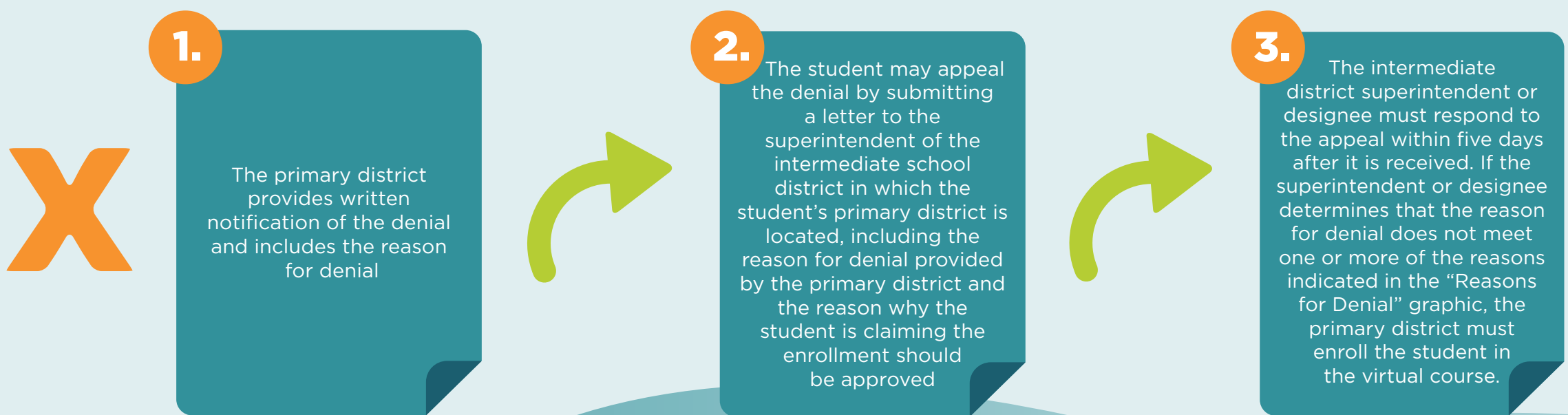


The cost of the virtual course is more than 6.67 percent of district's minimum foundation allowance per pupil



The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. (This does not apply to a request made by a student who is newly enrolled in the district.)

## IF A STUDENT IS DENIED A REQUEST FOR A VIRTUAL COURSE ENROLLMENT



## REQUIREMENTS FOR PROVIDERS OF VIRTUAL COURSES



ENSURE THAT THE VIRTUAL COURSE HAS BEEN PUBLISHED IN STUDENT'S PRIMARY DISTRICT'S CATALOG OF BOARD-APPROVED COURSES OR COURSES PUBLISHED IN STATEWIDE CATALOG OF VIRTUAL COURSES AT MICOURSES.ORG



ASSIGN TO EACH STUDENT A TEACHER OF RECORD AND PROVIDE THE TEACHER'S PERSONNEL ID CODE TO STUDENT'S PRIMARY DISTRICT. IF PROVIDER IS A COMMUNITY COLLEGE, INSTRUCTOR MUST BE EMPLOYED OR CONTRACTED THROUGH PROVIDING COMMUNITY COLLEGE



OFFER VIRTUAL COURSE ON AN OPEN ENTRY AND EXIT METHOD, OR ALIGNED TO A SEMESTER, TRIMESTER, OR ACCELERATED ACADEMIC FORMAT

### TO PROVIDE VIRTUAL COURSES TO STUDENTS IN MORE THAN ONE DISTRICT, PROVIDERS MUST:



Provide a course syllabus for inclusion in a statewide catalog of virtual courses. (See the "Syllabus" graphic for details)



Provide an aggregated count of enrollments, and the number of enrollments in which the student earned 60% or more of the total course points, for each virtual course that the provider delivered to students during the previous school year by October 1

## SYLLABI IN THE STATE CATALOG CONTAIN THE FOLLOWING:



An alignment document detailing how the course meets applicable state standards



Course content outline



Required assignments within the course



Prerequisites for the course



Expectations for actual contact time or other communication between the student and the teacher of record or instructor



Academic support available to the student



The learning outcomes and objectives for the course



The name of the institution or organization providing the instructor or teacher of record



The name of the institution or organization providing the course content



The title of the course assigned by the provider



The course codes from the National Center for Education Statistics SCED



The number of eligible students that will be accepted by the provider



The results of the virtual course quality review using the Guidelines and Model Review Process

## REQUIREMENTS FOR PRIMARY DISTRICTS



ASSIGN A MENTOR TO EACH STUDENT ENROLLED IN A VIRTUAL COURSE



SUPPLY THE COURSE PROVIDER WITH THE MENTOR'S CONTACT INFORMATION



GRANT APPROPRIATE ACADEMIC CREDIT FOR COMPLETION OF VIRTUAL COURSES AND COUNT THAT CREDIT TOWARD THE STUDENT'S GRADUATION REQUIREMENT

## REQUIREMENTS FOR TEACHER OF RECORD



HOLD A VALID MICHIGAN TEACHING CERTIFICATE OR A TEACHING PERMIT RECOGNIZED BY THE DEPARTMENT



IF APPLICABLE, BE ENDORSED IN THE SUBJECT AREA AND GRADE OF THE VIRTUAL COURSE



RESPONSIBLE FOR PROVIDING INSTRUCTION, DETERMINING INSTRUCTIONAL METHODS FOR EACH STUDENT, DIAGNOSING LEARNING NEEDS, ASSESSING LEARNING, PRESCRIBING STRATEGIES AND MODIFYING LESSONS, REPORTING OUTCOMES, AND EVALUATING EFFECTS OF INSTRUCTION AND SUPPORT STRATEGIES

## REQUIREMENTS FOR MENTOR



BE A PROFESSIONAL EMPLOYEE OF THE PRIMARY DISTRICT



MONITOR THE STUDENT'S PROGRESS, ENSURE ACCESS TO TECHNOLOGY, AND ASSIST STUDENT



ENSURE ACCESS TO TEACHER OF RECORD