PUBLIC EDUCATION ONLINE

August 11, 2011

Online Learning in Utah – Different Program Types and Enrollment Options

There are several different options available to high school students to utilize online education in Utah. Students and parents may use the planning form on the Statewide Public Education Online website to start the process of inquiring about online courses with their school counselor or other LEA personnel. School counselors play a vital role in helping enroll students in online courses that meet their educational goals.

Planning form - http://www.schools.utah.gov/edonline/docs/StudentParentOnlineCoursePlan.aspx

Listed below are several options open to students to enroll in online courses. Note that only option seven (7), is part of the Statewide Public Education Online Program for school year 2011-2012. Thus, options one (1) through six (6) do **not** require a Course Credit Acknowledgement (CCA).

1) Online courses offered directly to high school students by their current school district or charter school.
2) Electronic High School (EHS) courses.
3) Third party providers offering online courses through a student's current school district or charter school for free or for a fee.
4) College-level courses from third party providers either offered by a student's current school district or charter school, or independent of their current school district or charter school.
5) Online classes offered directly to students by private providers for a fee.
6) Online classes taken for credit recovery.
7) **Statewide Public Education Online Program – courses initiated through a Course Credit Acknowledgement (CCA) to be fulfilled by a Provider LEA outside a student's current school district or charter school.**

PLEASE DO NOT INITIATE A COURSE CREDIT ACKNOWLEDGEMENT UNLESS YOUR STUDENT WILL BE TAKING A COURSE THROUGH THE STATEWIDE PUBLIC EDUCATION ONLINE PROGRAM.

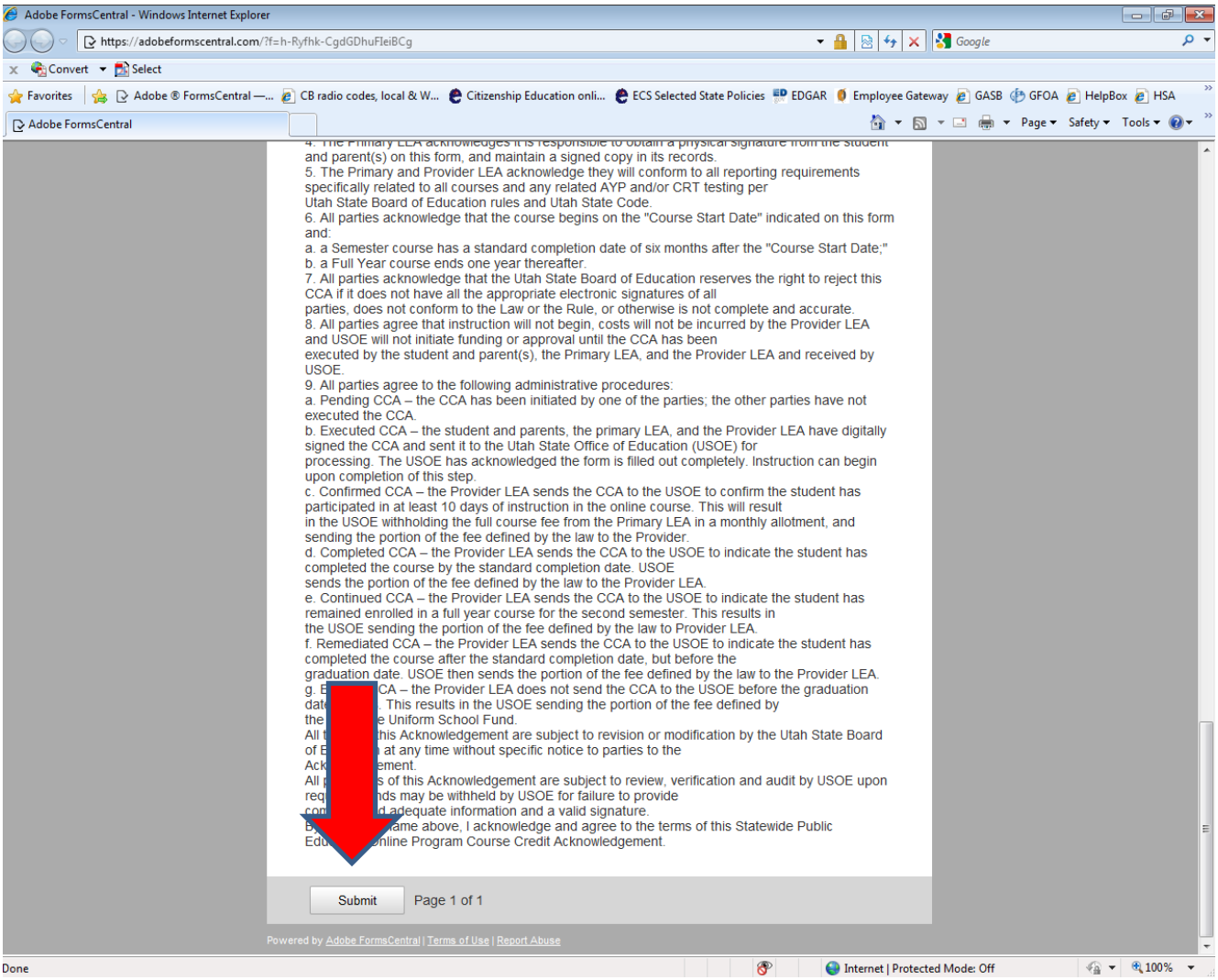
Utah State Office of Education, Phone 801.538.7674, edonline@schools.utah.gov , http://www.schools.utah.gov/edonline/

Primary LEA of Enrollment School Counselor Instructions for Enrolling Students in the Statewide Public Education Online Program

When a student decides to enroll in an online course through the Statewide Public Education Online Program, the following process should be followed:

Primary LEA of Enrollment – School Counselor:

- Meet with the student and parent or guardian to make changes to the student's SEOP, if needed.
- Fill out each section of the CCA thoroughly and completely or the "Submit" button will not work.
- Review all of Terms and Conditions on the CCA with the Student and Parent/Guardian.
- Review the Rule, http://www.schools.utah.gov/board/Meetings/Summary/materials/R277-726.aspx , and the Law - http://le.utah.gov/~2011/bills/sbillenr/sb0065.pdf - with the Student and Parent/Guardian.
- Obtain digital signature from Student AND Parent/Guardian by simply having them type their name in the designated field on the CCA.
- You may print and save a copy of the form in accordance with your LEA's student information security policies and procedures.
- Print the form and obtain a physical signature from Student and Parent/Guardian in the appropriate fields, and file for your records in a secure location according to your LEAs filing policies and procedures.
- Click the Submit Form button in the bottom left corner of the CCA below the Terms and Conditions. See here:



- The form will be encrypted and sent to the Provider LEA via USOE's submission procedures.
- Rejected CCAs will be sent back to the school via USOE's submission process.
- If the Provider LEA executes the CCA, the CCA will be sent to the Primary LEA of Enrollment's business office via USOE's submission process for validation, correction if necessary, and review.
- The Primary LEA of Enrollment finalizes the CCA, or corrects the CCA if there is a problem validating the information on the form. If the Primary LEA of Enrollment rejects the CCA due to another problem, notification will be sent to the school and Provider LEA.

- Once the Provider LEA and Primary LEA of Enrollment execute the CCA, USOE will send notice to the School Counselor so that they can notify the Student and Parent/Guardian the CCA process is complete and course instruction with the Provider LEA can commence.