

EXETER HIGH SCHOOL - COUNSELING DEPARTMENT
ONLINE COURSEWORK CONTRACT

STUDENT NAME: _____ **YOG:** _____

COUNSELOR (CHECK ONE):

- SUSANNE Bowden ELLEN COOKE CHRISTINE LEACH KATHLEEN MAHONEY
 PAMELA McDONOUGH KATHY NEWCOMB LISA SLOAN

1. ONLINE LEARNING IS A SEPARATE ENTITY FROM EXETER HIGH SCHOOL.
2. STUDENTS ARE EXPECTED TO REGISTER AT THE ONLINE SCHOOL ON THEIR OWN.
3. UPON COMPLETION OF THE COURSE YOUR CHILD WILL REQUEST A FINAL TRANSCRIPT:
 - LOG IN TO STUDENT ACCOUNT
 - CLICK ON VIEW UNOFFICIAL TRANSCRIPT
 - COMPLETE MAILING INFORMATION:
EXETER HIGH SCHOOL, ONE BLUE HAWK DRIVE, EXETER, NH 03833 ATTN: LISA DIGAN, REGISTRAR
 - **CLICK "REQUEST OFFICIAL TRANSCRIPT"**
4. THE CHILD'S OFFICIAL SCHOOL TRANSCRIPT WILL DOCUMENT THAT THE COURSE WAS TAKEN ONLINE. THE GRADE EARNED WILL BE INCLUDED IN THE STUDENT'S GRADE POINT AVERAGE (GPA) AND WILL BECOME PART OF YOUR CHILD'S OFFICIAL HIGH SCHOOL TRANSCRIPT. CREDIT FOR ONLINE COURSE(S) WILL NOT BE GRANTED UNTIL THE EHS REGISTRAR HAS RECEIVED AN OFFICIAL RECORD OF THE FINAL TRANSCRIPT.

APPROVED ONLINE COURSES MUST COMPLY WITH ALL FEDERAL AND STATE STATUTES PERTAINING TO STUDENT PRIVACY AND TO PUBLIC BROADCASTING OF AUDIO AND VIDEO.

IF YOU HAVE ANY QUESTIONS ABOUT THE PROCESS, PLEASE CONTACT THE COUNSELING OFFICE AT 775-8416 AND SPEAK WITH THE *STUDENT SERVICES ADMINISTRATOR*

ONLINE PROVIDER: VLACS OTHER: _____

COURSE TITLE: _____

SEGMENT I SEGMENT II NUMBER OF CREDITS: _____

THIS COURSE WILL BE TAKEN FOR (CHECK ONE):

- CREDIT RECOVERY TO FULFILL A PREREQUISITE TO FULFILL A GRADUATION REQUIREMENT
 ELECTIVE CREDIT ELECTIVE TO MEET TOTAL NUMBER OF GRADUATION CREDITS FOR COLLEGE CREDIT (eSTART)

COURSE MUST BE COMPLETED BY (CHECK ONE):

JANUARY 19, 2018 MAY 25, 2018 AUGUST 17, 2018

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

COUNSELOR SIGNATURE: _____ DATE: _____

ADMINISTRATOR SIGNATURE: _____ DATE: _____

* OFFICE USE ONLY *

COPY TO: COUNSELOR PARENT DATE PROCESSED/INITIALS: _____ PS

- ✓ **PLEASE NOTE: If you have taken a VLACS class while attending CMS, you MUST CONTACT VLACS to change your school AFFILIATION to EXETER HIGH SCHOOL BEFORE registering @ 778-2500.**
- ✓ **Online learning is a separate entity from Exeter High School (EHS). Students are expected to register at the online school on their own.** Upon completion of the course your child will request a final transcript be sent to EHS. The child's official school transcript will document that the course was taken online. The grade earned will be included in the student's (GPA) and will become part of your child's official high school transcript. **Credit for online course(s) will not be granted until the EHS registrar has received an official record of the final grade.**

PROCESS FOR ENABLING A STUDENT INTO A VLACS COURSE

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| 1. Student is assigned to Instructor by Genius | Instructors will contact parent/student NO LATER THAN 48 BUSINESS HOURS AFTER APPEARING as "assigned" in Genius. |
| 2. Send welcome email to student and parent | Next, an introductory email is sent to the student and parent email addresses found in Genius for the purpose of scheduling the required Welcome Call. <i>Sometimes this email ends up in a spam folder, so students and parents may need to check this area, if this correspondence isn't received in a timely manner.</i> These emails are logged by Instructors, and can be verified by the VLACS office. VLACS Instructors automate scheduling the Welcome Call via an online scheduler called Schedule Once. |
| 3. Welcome call scheduled | <p>Either a confirmation email or phone call is made by the Instructor to the student and parent verifying the date and time of the Welcome Call. If scheduling was completed using Schedule Once, verification will be sent electronically.</p> <p>Parents and students are asked to review http://welcome.vlacs.org prior to the Welcome Call in order to learn more about VLACS</p> |
| 4. Typically, students are "enabled" during the Welcome Call. This will permit the student access to his/her course. | During a Welcome Call, parent(s) & student review course information & navigation and procedures. Families are instructed that Adobe Connect, VLACS' online classroom tool, will become the primary tool for communicating during a course. <i>Instructors schedule an Adobe Connect call with student to follow up after the first week and answer any new questions he/she might have about the course.</i> |
| 5. Follow-up welcome call email | The Welcome Call Follow-up Email is sent to the student and parent after this call. This message confirms dates for course enabling, proposed completion date, end of the 28-day grace period as well as the details for the follow-up call. |

CONTACT US:

Address: 30 Linden Street, Exeter, NH 03833

Phone: 603.778.2500

Fax: 866.651.5038

General Information: info@vlacs.org

Guidance: guidance@vlacs.org

Tech Support: helpdesk@vlacs.org