PLYMOUTH-CANTON
COMMUNITY SCHOOLS
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Counselor Checklist for Online Learning

Please complete the following for each student enrolling in an online course and keep for your records:

Student Name _____**ID#**_____ **Grade** _____

Parent/Guardian Name_____

Parent Contact Information   E-mail_____ **Phone**_____

- € Confirm student/parent has completed online learning agreement.

- € Confirm student has completed the online learning basic skills test.

- € Counsel/assist student with online course selection process to ensure the course will meet graduation requirements.

- € Verify student and parent understands that an online course will not result in a grade factoring into their GPA (a "G" grade will be assigned as a transfer credit) and colleges and NCAA may have concerns.

- € Assign student a mentor and arrange for initial meeting. (elementary/middle schools only)

- € Determine what period on the student's schedule that the online course will be indicated.

- € Determine and communicate to student where they can access computers and mentor during the school day.

- € Discuss and agree with student and parent the consequences if he/she is unsuccessful in completing the course.

- € If the student has an IEP, work with the special education teacher assigned to the student to identify and provide necessary accommodations.

- € When course is completed ensure that appropriate documentation is on student transcript.

- € **Confirm with Susan Tkachuk that online course enrollment request form has been submitted by June 10th deadline for 1st semester and December 15th deadline for 2nd semester, and approved.**