

# Littleton Public Schools Exhibit

<b>Policy Code</b>	<b>IJJA-E</b>
<b>Policy Name</b>	<b>Electronic Instructional Materials</b>
	<b>September 1, 2011</b>

## Request for Enrollment in a Non-LPS Online Course

1. Approved accredited institution offering online course:

\_\_\_\_\_

2. Requested for semester/year: \_\_\_\_\_

3. Curricular Area: \_\_\_\_\_

4. Course Title/Number: \_\_\_\_\_

5. Course Credits: \_\_\_\_\_

6. Reason for Request: \_\_\_\_\_

The student understands that:

- Prior approval by the high school administration is required for a student to complete a non-LPS online course for graduation credit.
- The non-LPS online course will appear on the student's schedule and transcript and shall be completed by the end of the semester that it appears on the student's schedule. Courses taken during the summer will be transcribed as a summer course.
- Timelines for dropping non-LPS online courses shall follow established District procedures.
- In most cases, except where specified in IJJA-R-2, the student will incur the cost of the online class.
- All other procedures outlined in IJJA will be followed.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit to the Learning Services Department**

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Received in Learning Services by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved in Learning Services by: \_\_\_\_\_ Date: \_\_\_\_\_