

Galena High School Correspondence Course Contract

Galena student: _____ Student ID: _____

This contract reviews some of the requirements, expectations, and deadlines for online courses. Please carefully read and review with your parent/guardian and sign below. **Signed contracts need to be returned to your counselor before the course will be added to your Galena schedule.**

PLEASE NOTE:

- We cannot guarantee colleges will accept credits from online schools or other programs.
- We cannot guarantee the NCAA Clearinghouse will accept any online programs, classes, or credits.
- Check with your Galena counselor first to see which courses will satisfy high school graduation requirements prior to registering.
- We do not recommend an online class over a traditional, teacher-taught class on campus.
- **REMEMBER:** Galena High School has no connection or authority over BYU, Acellus or other online programs or the administration of any of their courses. Students are solely responsible regarding this commitment.

IMPORTANT DETAILS:

- **Students must FINISH THE CORRESPONDENCE COURSE AND FINAL EXAM in one semester** if the course is part of the required minimum load.
- BYU allows students one full year to finish their course; however, for Galena requirements, you must finish your class(es) in the semester to count it in minimum load.
- If students do not complete the course by the semester deadline, an F will be posted on their transcript.

PLEASE LIST COURSES AND ATTACH PROOF OF REGISTRATION:

NAME OF CLASS	I HAVE VERIFIED THAT THIS CLASS COUNTS FOR WCSD CREDIT

*Students cannot take more than half their classes through online high school programs. Students with a full load of seven classes can take up to three online classes. Seniors with five classes can only take two online classes outside of Galena. This does not include TMCC dual credit classes.

DEADLINES:

FALL CLASSES: coursework must be completed, and transcripts submitted before winter break.

SPRING CLASSES: coursework must be completed, and transcripts submitted before summer break.

I understand Galena’s expectations, requirements, and advisement regarding online classes and agree to submit an official transcript to Galena for the class to be posted on the WCSD transcript.

STUDENT NAME _____ **DATE** _____

Student Signature _____ **Parent Signature** _____