

Online Learning Parent/Student Checklist

For Parents and Students...As you explore the programs that offer online classes, you can use this list to check if essential components are part of the offering. Fill in as much as possible so that when you do talk with the school Counselor, Online Program Administrator, or online Teacher you will have some information ready to go.

School/Program:		Contact Information	
		<u>Person/Title:</u>	
		<u>Phone #:</u>	
		<u>Email:</u>	
Class Subject/Title (desired)		Teacher	
		<u>Phone #:</u>	
		<u>Email:</u>	
#	Item...To Consider	YES ✓	NOTE
1	My son/daughter (I) want to take an online class because:		
a	<ul style="list-style-type: none"> there is a scheduling conflict and I cannot get into the class I want at my high school 		
b	<ul style="list-style-type: none"> the only instructor for a class is not the one I want, and possibly there is the same class online 		
c	<ul style="list-style-type: none"> I just found out that I will not graduate because I failed a class in past years and can only take a make-up class outside of the regular school day 		
d	<ul style="list-style-type: none"> I have a job (or other engaging activity) that I must do, and I am looking for ways to get the education my parents and I want for me, and still be able to work or participate in that activity, 		
e	<ul style="list-style-type: none"> I want to take more classes to graduate early...to expand my knowledge in an area of special interest, and/or I want to take Advanced Placement preparation classes, 		
f	<ul style="list-style-type: none"> I am in a face-to-face class that also has an online component (hybrid offering), and I wonder how that will work 		
2	I found the online program at this site:		
	URL: http://		
#	Item...To Consider	YES	NOTE

		✓	
3	I have these qualities as a student:		
a	I am a self-starter...individually motivated		
b	I can work alone well		
c	I am able to read a lot of text on a computer screen		
d	My parents will support me as an online student		
e	I have special needs that require assistance with adaptive technology		
f	I use email regularly and feel comfortable in that communication environment		
4	I know this about the online Program/class		
a	It is accredited		
b	the teacher is licensed in the area/material being taught		
c	This is a year class		
d	This is a semester class		
e	There are textbooks and/or other materials that I will have to purchase		
f	There is a requirement that I come to a face-to-face meeting to discuss issues and/or to take tests		
g	I had a chance to talk with a school counselor about my interest in this online class		
5	About the online class		
a	I can enroll any time I want		
b	my high school offers a Mentor to support me academically		
c	I have to provide my own computer, software, printer, and Internet connection		
d	there is a fee for this class that I have to pay		
e	there is an online tutorial so I can see what the course is all about		
f	I have read the policies about enrolling, withdrawing from the class, grading, and how attendance is counted		
g	I found the beginning, grading, and ending dates for this class		
h	If I have trouble with my computer or other technology, there is a specialist I can call for help without having to use my computer		
i	If I have questions or difficulty understanding and/or completing class work there is someone I can contact for help without having to use my computer		
j	I will need to purchase textbooks and/or other materials in order to take and complete this class		