

DELTA HIGH SCHOOL

Online Course Permission & Policy Acknowledgement Form

Student & Parent Information

Student Full Name:

Grade Level: _____

Parent/Guardian Name:

Phone Number:

Parent/Guardian Email:

Date:

Requested Online Course(s)

Requested Online Course Name	Replacing In-Person Course (if applicable)	Term (e.g., Fall/Spring)
1.		
2.		
3.		

Policy Terms & Acknowledgements

Please read and initial each section below to confirm your understanding and agreement:

1. Add/Drop Deadlines

- **3-Day Window:** All course adds, drops, and replacements from in-person classes to online courses must be finalized within the **first 3 school days** of the academic term.
- **Strict Enforcement:** No schedule changes will be permitted after the 3-day deadline. Late requests will be denied to ensure consistent instruction and attendance tracking.
- **Student/Parent Initials:** Student: _____ | Parent: _____

2. SOEP Credit Limits

- **Annual Maximum:** Students are restricted to taking a maximum of **6 SOEP credits** in a single school year.
- **Tracking Cycle:** The credit calculation operates on an annual cycle from **June 1** through **May 31**.
- **Student/Parent Initials:** Student: _____ | Parent: _____

3. Graduation & Commencement Requirements

- **Commencement Eligibility:** Students must earn a minimum of **28 total credits** to participate in graduation commencement exercises.
- **In-Person Requirement:** A minimum of **18 credits** must be completed in-person on-site at Delta High School.
- **Student/Parent Initials:** Student: _____ | Parent: _____

4. Required Approval Meeting & Responsibilities

- **Mandatory Meeting:** Prior to enrolling in any online course, the student and parent **must meet** with a high school counselor or administrator. *Applications submitted without prior counselor consultation will be reviewed and rejected.*
- **Student Responsibilities:** Online learning requires self-motivation, strong time management, and consistent participation. The student assumes full responsibility for:
 - Completing coursework and assignments on time
 - Regularly monitoring academic progress
 - Proactively communicating with online instructors
 - Meeting all established course deadlines
- **Student/Parent Initials:** Student: _____ | Parent: _____

Signatures & Approvals

By signing below, the student and parent/guardian acknowledge that they have read, understood, and agreed to abide by Delta High School's online course policies and requirements.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Administrative Use Only

- ☐ Mandatory Counselor/Administrator Meeting Completed
- ☐ Credit Limit Check Verified (Max 6 SOEP credits per year)
- ☐ 18 In-Person Credit Graduation Requirement Tracker Verified
- ☐ Add/Drop 3-Day Window Met

Counselor/Administrator Signature: _____ **Date:** _____

Status: ☐ Approved ☐ Denied