MICHIGAN VIRTUAL LEARNING RESEARCH INSTITUTE

VIRTUAL LEARNING

OVERVIEW

STUDENTS IN MICHIGAN PUBLIC SCHOOLS CAN **REQUEST TO ENROLL IN** UP TO **2** VIRTUAL COURSES **PER ACADEMIC TERM** with parents' consent

STUDENTS MAY **ENROLL IN** MORE THAN **2 VIRTUAL COURSES** if the student and student's district agree that it is in the student's best interest

OPEN TO GRADES **K-12** BUT DISTRICTS CAN DENY ENROLLMENT FOR STUDENTS IN K-5

DEFINITIONS

PRIMARY DISTRICT
the district that enrolls the student and reports the student for pupil membership purposes

PROVIDER
the district, intermediate district, state virtual school, or community college that the primary district pays to provide the virtual course created by them or brokered through a 3rd party

VIRTUAL COURSE
a course of study that is:
- Capable of generating a credit or a grade
- Provided in an interactive learning environment
- Majority-delivered using the Internet
- Able to deliver instruction to students who are separated from their instructor or teacher of record by time, location, or both

TEACHER OF RECORD
an individual who is employed or contracted through the provider to teach the virtual course

INSTRUCTOR
an individual who is employed or contracted through a community college to teach the virtual course

REASONS FOR DENIAL OF ENROLLMENT REQUESTS

- K-5 — The student is in grades K-5
- The student has previously gained the credits that would be granted from the virtual course
- The virtual course is not capable of generating academic credit
- The virtual course is not consistent with the student's remaining graduation requirements or career interests
- The student has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content
- The student has failed a previous virtual course in the same subject during the two most recent academic years
- $ — The cost of the virtual course is more than 6.67 percent of district's minimum foundation allowance per pupil
- The virtual course is of insufficient quality or rigor. A primary district that denies for this reason shall enroll the pupil in a virtual course in the same or a similar subject that it determines is of acceptable rigor and quality.
- The virtual course enrollment request did not occur within the same timelines established by the student's district for enrollment and schedule changes for regular courses
- The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. (This does not apply to a request made by a student who is newly enrolled in the district.)

IF A STUDENT IS DENIED A REQUEST FOR A VIRTUAL COURSE ENROLLMENT

1. The primary district provides written notification of the denial and includes the reason for denial
2. The student may appeal the denial by submitting a letter to the superintendent of the intermediate school district in which the student's primary district is located, including the reason for denial provided by the primary district and the reason why the student is claiming the enrollment should be approved
3. The intermediate district superintendent or designee must respond to the appeal within five days after it is received. If the superintendent or designee determines that the reason for denial does not meet one or more of the reasons indicated in the "Reasons for Denial" graphic, the primary district must enroll the student in the virtual course.

REQUIREMENTS FOR PROVIDERS OF VIRTUAL COURSES

MIcourses.org

ENSURE THAT THE VIRTUAL COURSE HAS BEEN PUBLISHED IN STUDENT'S PRIMARY DISTRICT'S CATALOG OF **BOARD-APPROVED COURSES OR COURSES PUBLISHED IN** STATEWIDE CATALOG OF VIRTUAL COURSES AT MICOURSES.ORG

ASSIGN TO EACH STUDENT A TEACHER OF RECORD AND PROVIDE THE TEACHER'S PERSONNEL ID CODE **TO STUDENT'S PRIMARY DISTRICT. IF PROVIDER IS A** COMMUNITY COLLEGE, INSTRUCTOR MUST BE EMPLOYED OR **CONTRACTED THROUGH PROVIDING COMMUNITY COLLEGE**

OFFER VIRTUAL COURSE ON AN OPEN ENTRY **AND EXIT METHOD, OR ALIGNED TO A SEMESTER,** TRIMESTER, OR ACCELERATED ACADEMIC FORMAT

TO PROVIDE VIRTUAL COURSES TO STUDENTS IN MORE THAN ONE DISTRICT, PROVIDERS MUST:

SYLLABUS — Provide a course syllabus for inclusion in a statewide catalog of virtual courses. (See the "Syllabus" graphic for details)

OCT — Provide an aggregated count of enrollments, and the number of enrollments in which the student earned 60% or more of the total course points, for each virtual course that the provider delivered to students during the previous school year by October 1

SYLLABI IN THE STATE CATALOG CONTAIN THE FOLLOWING:

- An alignment document detailing how the course meets applicable state standards
- Course content outline
- Required assignments within the course
- Prerequisites for the course
- Expectations for actual contact time or other communication between the student and the teacher of record or instructor
- Academic support available to the student
- The learning outcomes and objectives for the course
- The name of the institution or organization providing the instructor or teacher of record
- The name of the institution or organization providing the course content
- The title of the course assigned by the provider
- </> — The course codes from the National Center for Education Statistics SCED
- # — The number of eligible students that will be accepted by the provider
- The results of the virtual course quality review using the Guidelines and Model Review Process

REQUIREMENTS FOR PRIMARY DISTRICTS

ASSIGN A MENTOR TO EACH STUDENT **ENROLLED IN A** VIRTUAL COURSE

SUPPLY THE COURSE PROVIDER WITH THE **MENTOR'S CONTACT** INFORMATION

GRANT APPROPRIATE ACADEMIC CREDIT FOR **COMPLETION OF VIRTUAL** COURSES AND COUNT THAT CREDIT TOWARD THE STUDENT'S GRADUATION REQUIREMENT

REQUIREMENTS FOR TEACHER OF RECORD

HOLD A VALID MICHIGAN TEACHING CERTIFICATE OR A **TEACHING PERMIT RECOGNIZED** BY THE DEPARTMENT

IF APPLICABLE, BE ENDORSED IN THE SUBJECT **AREA AND GRADE OF** THE VIRTUAL COURSE

RESPONSIBLE FOR PROVIDING INSTRUCTION, DETERMINING **INSTRUCTIONAL METHODS FOR EACH** STUDENT, DIAGNOSING LEARNING NEEDS, ASSESSING LEARNING, PRESCRIBING STRATEGIES AND MODIFYING LESSONS, REPORTING **OUTCOMES, AND EVALUATING EFFECTS** OF INSTRUCTION AND SUPPORT STRATEGIES

REQUIREMENTS FOR MENTOR

BE A PROFESSIONAL EMPLOYEE OF THE **PRIMARY DISTRICT**

MONITOR THE STUDENT'S PROGRESS, ENSURE **ACCESS TO TECHNOLOGY,** AND ASSIST STUDENT

ENSURE ACCESS TO TEACHER OF RECORD