REASONS FOR DENIAL OF ENROLLMENT REQUESTS

1. **The student is claiming the virtual course content is more than one subject.**
   - The primary district must ensure students are enrolled in courses that align with their grade level or if the student is new to the district, in a grade level that aligns with their academic readiness.

2. **The student has not previously been enrolled in the same or a similar virtual course.**
   - The provider must ensure students are enrolled in courses that align with their grade level or if the student is new to the district, in a grade level that aligns with their academic readiness.

3. **The provider does not have a contract with the primary district.**
   - The provider must ensure they have a contract with the primary district before offering virtual courses.

REQUIREMENTS FOR PROVIDERS OF VIRTUAL COURSES

- **Ensure** that the virtual course has been published in the state catalog of virtual courses.
- **Provide** a course syllabus for inclusion in a statewide catalog.
- **Offer** virtual courses on an open entry, open enrollment basis.
- **Ensure** that the course is available to all eligible students.
- **Ensure** that the course content meets applicable state standards.
- **Review** the results of the review process with the provider.
- **Endorse** the course in the subject area.

SYLLABI IN THE STATE CATALOG CONTAIN THE FOLLOWING:

- **OUTCOMES, AND EVALUATING EFFECTS**
- **ASSESSING LEARNING, PRESCRIBING STRATEGIES**
- **TEACHER OF RECORD**
- **VIRTUAL COURSE PROVIDER**
- **VIRTUAL COURSE INSTRUCTIONAL METHODS FOR EACH PROVIDER**
- **VIRTUAL COURSE ASSESSMENT AND MODIFYING LESSONS, REPORTING PERFORMANCE**
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REQUIREMENTS FOR PRIMARY DISTRICTS

- **Assign a mentor to each student enrolled in a virtual course.**
- **Supply the course provider with the student’s district address and phone.**
- **Provide** preloaded student information to the provider.

REQUIREMENTS FOR TEACHER OF RECORD

- **Hold a valid Michigan teacher certificate issued by the Department.**
- **If applicable, be an area and grade level expert.**
- **Participate in professional development and training.**

REQUIREMENTS FOR MENTOR

- **Employed by the primary district.**
- **Monitor the student’s progress and attendance.**
- **Ensure access to the teacher of record.**

OPEN TO GRADES K-12

BUT DISTRICTS CAN DENY ENROLLMENT FOR STUDENTS IN K-5