

# Online Learning Request Form

Course request and completion forms

**Request:** To be completed by the *site administrator* and submitted to the *registrar*.

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student: \_\_\_\_\_ (if Option 2 is chosen below, please attach a list of students on another page)

Site Contact (teacher): \_\_\_\_\_

GradPoint (Required Courses)

eDynamics (Electives)

**Option 1**

1. Students take an eDynamic course as managed by AKTEACH or a GradPoint course managed by LKSD

**Option 2**

2. A Moodle class is created under the LKSD teacher's name.

**Circle One**

Requested Course: \_\_\_\_\_ A, B, or A&B

**One Course per Form**

**Schedule / Credits Needed**

Block  non-Block

1.0 Credit  0.5 Credit

**Reason for requesting the online course:**

Initial Credit

Credit Recovery: The student has failed this class and needs to retake it

Other: \_\_\_\_\_

Test Out Mode:  Yes  No

If yes, please provide an explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature

Principal or Dean Signature

**OFFICE USE ONLY**

**Course Completion:**

To be completed by the instructor upon the student's completion of the course and submitted to the registrar.

Date Course Completed: \_\_\_\_\_ Percent Grade: \_\_\_\_\_ Letter Grade: \_\_\_\_\_

**\*\*Attach the Assignment Progress Report\*\***

Instructor Signature

Registrar Signature