

Virtual Learning Program Visiting ASAP Night ONLY Course Request Form

COUNSELOR INSTRUCTIONS: Complete the information below and obtain all required signatures. Submit the completed form electronically to dchevali@springisd.org. *Incomplete forms will be returned and students will not be permitted to begin night courses until all information is received.* **The academic counselor MUST make sure all students are fully aware of expectations regarding behavior, attendance, and academic integrity.**

STUDENT INFORMATION

Student Name _____ ID _____ DOB _____
 Campus (Circle One) CWHS DHS ECA SHS WHS
 Student Email _____ Parent Email _____
 Parent Name _____ Parent Phone Number _____
 Counselor _____ Counselor Phone Extension _____

8:30pm Transportation needed home? (Circle one) YES NO

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STUDENT INSTRUCTIONS: Read and initial each of the statements below to acknowledge that you have read and understand the program requirements.

_____ I understand that I will not be allowed to attend ASAP Night sessions if I fail to follow the rules of the Virtual Learning Program and the SISD Student Code of Conduct.

_____ I will arrive at sessions on time AND remain for the **entire** session. Sessions are Mon. thru Thur. (4 PM to 8:30 PM).

_____ I am aware that my progress in my course will be shared with my parent and academic counselor.

_____ I understand that I must attend all sessions until my course is complete. If I have an emergency, my parent/guardian must contact the ASAP program directly at 281-891-6223.

_____ I am aware that I will immediately be removed from the course after missing 2 sessions....NO EXCEPTIONS.

_____ I am aware that I must wear my school ID at all times and will immediately leave the Virtual Learning Program campus when the ASAP Night sessions have ended.

_____ I am aware that I must complete all of my coursework by Friday, May 10, 2019. **NO EXCEPTIONS! (Grads ONLY)**

_____ I am aware that I must complete all of my coursework by Wednesday, May 29, 2019. **NO EXCEPTIONS!**

(Sophomore, Juniors, Non-Graduating Seniors ONLY)

_____ My parent/guardian is aware that I am attending the ASAP Night sessions and accepts responsibility for providing my transportation **to** the session.

STUDENT SIGNATURE _____ **PARENT SIGNATURE** _____ **DATE** _____

COUNSELOR SIGNATURE _____ **DATE** _____

(Virtual Learning Program Staff Only)		
Date Approved: _____	Date Denied: _____	Date Counselor Notified: _____
Date Course Added: _____	Date Transportation Setup: _____	Orientation Session: _____
Virtual Learning Program Staff Signature: _____		

Virtual Learning Program/ASAP
 1001 Southridge Road
 Houston, TX 77090

Updated: January 18, 2019

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Original Credit Course	Semester		Credit Recovery Course	Semester	
	A	B		A	B
Algebra 2 (original credit)			Algebra 1 (credit recovery)		
Art 1 (original credit)			Algebra 2 (credit recovery)		
Chemistry (original credit)			Art 1 (credit recovery)		
Communication Application (original credit)			Biology (credit recovery)		
Earth Space Science (original credit)			Chemistry (credit recovery)		
Economics (original credit)			Communication Application (credit recovery)		
English 3 (original credit)			Earth Space Science (credit recovery)		
English 4 (original credit)			Economics (credit recovery)		
Environmental Systems (original credit)			English 1 (credit recovery)		
Foundation of PE (original credit)			English 2 (credit recovery)		
Geometry (original credit)			English 3 (credit recovery)		
Health (original credit)			English 4 (credit recovery)		
IPC (original credit)			Environmental Science (credit recovery)		
Math Models (original credit)			Foundations of PE (credit recovery)		
Physics (original credit)			Geometry (credit recovery)		
Pre-Calculus (original credit)			Health (credit recovery)		
Spanish 1 (original credit)			IPC (credit recovery)		
Spanish 2 (original credit)			Math Models (credit recovery)		
US Government (original credit)			Physics (credit recovery)		
World Geography (original credit)			Pre-Calculus (credit recovery)		
World History (original credit)			Spanish 1 (credit recovery)		
			Spanish 2 (credit recovery)		
			US Government (credit recovery)		
			US History (credit recovery)		
			World Geography (credit recovery)		
			World History (credit recovery)		

(*) The ASAP Night program is staffed for 50 students. ASAP and graduating seniors will have priority. Once capacity is reached, requests will be added to a waitlist until a vacancy becomes available. (***)**

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COUNSELOR/ADMINSTRATOR INFORMATION

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- The ASAP Night ONLY course program will begin on Monday, February 25, 2019 and will end on Wednesday, May 29, 2019.
- Enrollment in the ASAP program will close on Friday, May 3, 2019.
- Sessions are held Monday through Thursday from 4:00 PM until 8:30 PM
- ASAP Transportation may be arranged to take the student home **after** the session has ended. Transportation requests **MUST** be noted on the request form. Students and/or parents are responsible for providing transportation **to** the session.
- Meals will be provided at no cost to the student or parent/guardian.
- EOC-tested courses will **ONLY** be offered for Credit Recovery Courses.
- It is the Campus Counselor's responsibility to review the student's academic history to ensure that the course requested is required.
- Review the student's demographic coding to ensure that the ASAP Night ONLY program is a good fit based upon the student's individual needs.
- Communicate fully with the student and parent to make sure they are aware of program requirements for attendance and academic progress
- Review the student's attendance and discipline records. Students with excessive absences and repeated disciplinary concerns may not be good candidates for the ASAP Night ONLY program.
- The courses are self-paced; therefore, students must possess adequate technical, reading, comprehension, and time management skills.
- All courses are delivered via Edgenuity and supported by a content-area certified teacher.
- Upon completion, the Virtual Learning Program Registrar will send all course grades to the campus Registrar within 72 hours.
- The campus Registrar is responsible for coding the course grade on the student's transcript.
- All courses offered are semester-long courses. If a student completes a course, they may begin another course IF they are able to complete the course by the cut-off date below:
 - IF THE STUDENT IS A GRADUATING SENIOR, the counselor **MUST** inform the student and parent that all coursework must be completed by Friday, May 10, 2019. **NO EXCEPTIONS!**
 - IF THE STUDENT IS **NOT** A GRADUATING SENIOR, the counselor **MUST** inform the student and parent that all coursework must be completed by Wednesday, May 29, 2019. (Non-Graduating Seniors, Juniors, Sophomores) **NO EXCEPTIONS!**

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