

NAME: _____

GRADE: _____

ID#: _____

COUNSELOR: _____

CORRESPONDENCE/DISTANCE LEARNING CONTRACT

Criteria for Correspondence/Distance Learning Approval

- *Correspondence credits may only be earned from Texas Tech University (TTU) or the University of Texas (UT). Students may earn course credit through distance learning technologies, such as satellite, Internet, two-way videoconferencing, online courses, the Texas Virtual School Network (TxVSN), and instructional television. See EHDE (Legal).*
- *Students must earn a grade of a 70 in the course to receive credit.*
- *Correspondence/distance learning courses must be approved by the student’s counselor prior to enrollment.*
- *Student and parent must sign correspondence/distance learning contract, and contract must be returned to counselor PRIOR to any senior dropping a course required for graduation.*
- *A minimum and maximum amount of enrollment time may be required by the provider.*
- *Textbooks will not be issued from CCISD for purposes for review of material.*
- *High School Only—Grade earned shall not be averaged with the other half of a full-year course to earn full credit.*
- *For all courses in which a State of Texas Assessments of Academic Readiness (STAAR) End of Course (EOC) is required, the the student must register with his/her counselor to take the STAAR EOC upon completion of the course.*

I understand that in taking this correspondence/distance learning course, I assume full responsibility for its completion on time. ***IF I AM A GRADUATING SENIOR, I AM AWARE THAT ALL COURSEWORK, INCLUDING EXAMS, SHOULD BE COMPLETED BY APRIL 30th TO ENSURE GRADES ARE RECEIVED AND CREDITS ARE POSTED IN TIME FOR GRADUATION.*** After that time, there is NO GUARANTEE that graduation requirements will be complete prior to spring graduation.

COURSE NAME

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

PHONE NUMBER

COUNSELOR SIGNATURE

DATE

- ❖ Upon completion of your last lesson, please bring **YOUR EXAM REQUEST** to your counselor. Your counselor will fill in the necessary information to have the test delivered to the high school.
- ❖ Enclose the exam request with your final lesson.
- ❖ You will be notified when your exam arrives.
- ❖ It is your responsibility to take your exam in a timely manner and to ensure that correspondence/distance learning grades and credits have been received by campus counselors and registrars.