

CHECKLIST TO REGISTER FOR VIRTUAL PROGRAM

- Contact Mary Schultz at 715-424-6786 ext. 2613 or 715-459-3026

- Go to <http://www.wrps.org/virtualprg/index.cfm> and fill out the ONLINE VIRTUAL PROGRAM APPLICATION. Once filled out it will go directly to Mary Schultz.

- Upon receipt of that application, Mary Schultz will forward to appropriate administrator. The application will be reviewed. If approved, administrator will consult with student/family and notify the appropriate counselor and forward a completed online application to that counselor.

- The counselor (or secretary) then contacts the parent of the virtual student to arrange a meeting with the parent and student wishing to enroll in the virtual program to determine if virtual programming is appropriate. If appropriate, continue with checklist.

- A meeting is held to discuss the virtual program, fill out the registration form, and select classes for the following year or semester (both online classes and in school class selections). It would be helpful if this meeting occurs before the end of May so that classes can be ordered after July 1.

- Once classes have been selected, a list of those classes is sent back to Mary Schultz to be included in the master order.

- Classes will be ordered after July 1.

- A mandatory orientation session will be held in August to receive pertinent information and the student's computer.

- LEG will follow up with student/family before school begins.

- LEG will monitor the progress of virtual student using Local Education Guide "Must Do" list.

Students may apply up until the 3rd Friday in September.