

Welcome to DHVA! We are pleased that you have selected our program. This enrollment application seeks information to ensure that our program is a good fit for your student as well as information required by the Michigan Department of Education. We follow FERPA (Family Educational Rights to Privacy Act) and safeguard student data. **Families registering as "School of Choice" are restricted to specific enrollment dates and must be residents of Wayne County. D7 cannot enroll students who live outside of Wayne County. Residents of the district can enroll at any time.**

Completed applications can be emailed to [DHVA@dhsd7.net](mailto:DHVA@dhsd7.net) or mailed to DHVA, 20629 Annapolis, Dearborn Heights, MI 48125 or faxed to 313-278-1413. If you need assistance or have any questions please contact DHVA at 313-203-1431.

You will need to submit the following items before your application is considered complete:

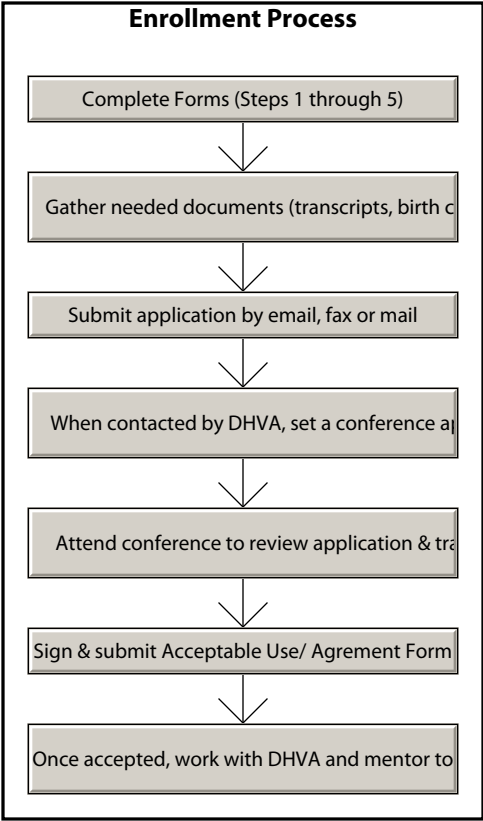
- Completed Enrollment Application signed by parent/guardian- *Step 1*
- A completed Application essay- *Step 2*
- An online program readiness survey - *Step 3*
- A Request for Student Records authorizing D7 to access student records from previous schools- *Step 4*
- A signed Acceptable Use/Conduct Agreement - *Step 5*

Include supporting documentation listed below

- Transcript showing high school credits and grades
- Report Card showing Middle School grades if new 9th grader
- A Birth Certificate       Custody Papers (if applicable)
- Current IEP (if applicable)

If you are a Dearborn Heights School District 7 resident, you will also need to provide the following to show residency:

- Utility Bill       Mortgage Statement or Property Tax Bill
- Rental or Lease Agreement       Driver License/State ID
- Residency Affidavit



### Student Information

Student Last Name  Student First Name  Middle Initial

Student Home Address (include city & zip)

Student Date of Birth  Student Entering Grade  Student Phone

Student Email Address  Student Ethnicity

Has Student taken online classes previously?     Yes     No    Student Gender  Female     Male

Student has access to a computer with high speed internet connection?     Yes     No

### Parent/Guardian Information

Male Parent/Guardian Name  Relationship

Address if different from student

Home Phone  Cell Phone

Email Address

Female Parent/Guardian Name  Relationship

Address if different from student

Home Phone  Cell Phone

Email Address

**Previous Education Information**

Name of last school student attended   N/A Home Schooled

Name of last district student attended  Grade last completed by student

Number of High School credits achieved  Current GPA

Has student ever been retained in a grade?  If yes, which grade?

Has student received Special Education services during the last school year  \* If Yes, a current IEP must be provided

Does Student currently receive Free/Reduced lunch?  If No, what was first learned language?

Is the student's first learned language English?  language?

Has student ever been suspended from school?  \*\*If yes, give date and reason for suspension

Has student ever been expelled from school?  \*\*If yes, give date and reason for expulsion

Has student ever voluntarily withdrawn from school prior to disciplinary action?  \*\*If yes, give date and reason

**\*\* A District may refuse to enroll a nonresident applicant if the applicant is, or has been within the preceding 2 years, suspended from another school; or if the applicant has ever been expelled from another school. Your signature below and submission of this application indicates that you've answered the above questions truthfully.**

**Choosing DHVA**

Why are you and your student choosing an online high school program? (Please give brief explanation i.e. work schedule, home schooling, health needs, etc.)

**Signature and date:** \_\_\_\_\_

For Office Use

Date of Enrollment  Enrolled by:

*It is the policy of the Dearborn Heights #7 School District that no discriminatory practices based on sex, race, religion, color, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Dearborn Heights #7 Special Education Director, 20629 Annapolis, Dearborn Heights, MI 48125 or call 313-203-3177.*

Seat Time Waiver

**Essay Questions**

Name of Student:

Date:

Please respond to the questions stated below and turn in with your application.

*1. Why should you be given consideration for acceptance into a seat time waiver program? What has occurred in your life to cause you to apply for a seat time waiver? What are you willing to do to be successful? How will you benefit from this opportunity? What do you hope to accomplish?*

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*2. Describe your time management and organizational skills. How do you organize yourself? How would you keep yourself on track for successful completion?*

Online programs are very demanding and very different from traditional high school experiences. Some students do very well in them; others do not. Please complete this survey to help identify if you are a good fit for our online program. Please answer honestly. We want you to be successful in this program so we want to be sure the program is right for you.

1. My technology access is best described as:

- I have a computer at home with Internet access and I have my own e-mail account.
- I have regular access to a computer with Internet access and I have my own e-mail account.
- I do *not* have a computer or an e-mail address.

2. What type of Internet access do you have?

- Dial Up
- High speed (DSL or Cable)
- None

3. My experience with course management systems (Blackboard, Moodle, etc.)

- Have accessed several times
- Have accessed before but I don't use it
- Have never used it

4. My technology skills are best described as:

- I can use e-mail, web browsers, word-processing software, and can download files, and create attachments. I like trying to solve technology problems on my own and don't get frustrated easily.
- I can use e-mail, web browsers and word processing software. I don't feel comfortable solving technology problems on my own.
- I have used e-mail, web browsers and word-processing software, but I get frustrated when things don't work the way they should.

5. Face-to-face communication is:

- Not essential to me. I understand that quality learning can take place without face-to-face interaction.
- Important to me and I wonder about my ability to learn without being able to see the instructor or other students.
- Essential and I can't learn unless I can interact in person with the instructor and other students.

6. When I need help in class:

- I feel comfortable asking questions and asking for help when I need it.
- I hesitate to ask questions of the instructor, but I will ask for help if I need it.
- I don't like to ask questions or ask for help.

7. The amount of uninterrupted time I have to devote to an online class is:

- 15 hours or more per week, anytime during the day or night.
- 10 – 15 hours per week, mainly at night.
- Less than 10 hours per week.

8. I would describe my personal style as:

- Self-motivated, self-disciplined and organized.
- Motivated, but I need help remembering assignments and due dates.
- Pretty disorganized – I need someone to motivate me and help me stay on top of my coursework.

9. When it comes to procrastination:

- I rarely procrastinate.
- I tend to procrastinate, but I always get my work in on time.
- I always procrastinate – I like to work under pressure.

10. My reading and writing abilities are:

- I enjoy reading and writing and have confidence in my abilities.
- I read well but I'm not comfortable expressing myself in writing.
- I don't like reading and look for classes without a lot of writing assignments.

11. My critical thinking skills are best described as:

- I can analyze class materials and formulate opinions on what I've learned.
- I can sometimes analyze class materials and form opinions but it is a struggle for me.
- Analyzing material is not something I do well.

12. Class discussions are:

- Important to me and useful in helping me learn the information presented in class. I almost always participate in class discussions.
- Somewhat important to my learning. I sometimes participate in class discussions.
- Not useful to me. I don't usually participate in class discussions or I home school so discussions are limited

13. When it comes to learning:

- I welcome opportunities to learn new things and master new technologies.
- I get nervous around technology, but I like to learn.
- I get nervous around technology and would rather not use it.

14. I am considering taking an online course because:

- I've taken an online course before and enjoyed the experience.
- I'm curious about online classes and have room in my schedule.
- I need the class for a graduation requirement or job situation and I can't fit it in to my schedule.

15. I think an online class

- will be a breeze and easy to complete.
- may be difficult but I am capable of handling it.
- will be difficult for me and I will need a lot of help.

16. If I have problems with the course work or technology, I

- always have someone who is available to help me.
- usually have someone available to help me.
- sometimes have someone to help me.
- never have someone to help me.

# Dearborn Heights Virtual Academy

## Request for Student Records

Step 4

This information is required so that DHVA can access student records from previous schools.

Today's Date

School Last Attended

School Address, City & State

In compliance with Public Law 93-380, Section 438, of the Family Educational Rights and Privacy Act; please provide **all records** pertaining to:

Name of Student:

Date of Birth

Signature of Parent/Guardian: \_\_\_\_\_

Date \_\_\_\_\_

### For Office Use Only

Attention: If this box is checked, the above-named student has enrolled into our school district through "Schools of Choice"

### **Please send records to the address below:**

Dearborn Heights Virtual Academy  
20629 Annapolis  
Dearborn Heights, MI 48125

Date request sent:

By whom:

The enrollment process includes a conference (by phone or in person) to review the Program Readiness Survey and discuss the Acceptable Use/Conduct Agreement. A representative from DHVA will contact you to arrange this conference and a signed agreement is then required to complete the enrollment process.

While this program does not require physical attendance in a school setting, it does require participation and appropriate online behavior. Participation is measured through logging into courses, completion of course work and communication with instructors and mentors. This agreement is intended to make both the students and parents aware of these expectations and document their understanding and agreement.

Student Name:

**As a student enrolled in a online program, I understand that:**

1. It is a privilege to participate in this program and, therefore, I am expected to adhere to the student code of conduct and have integrity as a representative of my school district and to follow all applicable policies of DHSD#7.
2. I am required to log into my courses a minimum of 5 days a week (20 days in a 30 day month). Failure to do so may result in removal from program.
3. I am required to have weekly contact with my mentor, by phone, email or face-to-face, to monitor my progress. The mentor teacher will determine a regular time schedule for these communications.. In addition, I am required to respond to all communications within 48 hours (2 days). Failure to respond to emails/calls/texts is grounds for removal from the program.
4. I must earn credits in my courses and make progress toward graduation in order to stay in DHVA. Failure to make this required progress will result in removal from the program.
5. My courses will have end dates and I will put in the needed time to successfully complete my courses by that date. For most students that is 5 hours each day (or 20 hours each week). I will be dropped from the program if I do not put in the needed time to complete my courses.
6. It is my responsibility to have access to the Internet and a computer. If I have difficulty with access, I will contact DHVA to make alternative arrangements. I will not let technical problems keep me from my classes.
7. Certain standards are expected of me, as a student. I will be respectful in all communication with teachers, DHVA staff and other students. Inappropriate use of the Internet of any kind will not be tolerated. All terms outlined in the Dearborn Heights School District #7 Acceptable Use Policy (AUP).
6. Anything I do in the courses taken can be retrieved and monitored by DHVA staff at any time.
7. I understand that the courses will be listed on my transcript. The grade assigned will be part of my record and will be included in my cumulative Grade Point Average (GPA).
8. I agree to attend mandatory on-campus meetings and testing sessions (approximately 2 per year including end of course exams, State required testing and count-day meetings).
9. Cheating: understand that for the 1st Offense, I will be given a verbal warning and my parents and a representative from DHVA will be notified. For the 2nd offense, I will be given a written warning and my parents and a representative from DHVA will be notified. I may be removed from the program. For severe misconduct, regardless of whether the offense is a first time offense, I will be removed from the course and/or program with a grade of Failing and will fall within the jurisdiction of reassignment to on campus classes at my local school.
10. Upon meeting the graduation requirements of DHVA and the Dearborn Heights School District #7, I will be able to participate in the District graduation ceremony where I will be awarded a State of Michigan High School Diploma.

# Dearborn Heights Virtual Academy

## Acceptable Use/Conduct Agreement

### Admission Decision

- Student is accepted into DHVA with no restrictions
- Student is accepted into DHVA for a probationary period of one semester. Student must meet program requirements and then be fully admitted.
- Student is NOT accepted. DHVA not a likely fit
- Undecided. Further information is needed

### Acceptable Use/Conduct Agreement Signatures

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Date of Conference \_\_\_\_\_  In person     Phone     Online

DHVA Representative \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Mentor Teacher \_\_\_\_\_ Date \_\_\_\_\_

### ***Student Acknowledgment and Understanding:***

I have read, understand and acknowledge all the expectations and the policy as set forth in this document. I agree to abide by the guidelines as stated.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### ***Parent/Guardian Acknowledgment and Understanding:***

I have read and understand the student policy and stated expectations for my child and agree to support the seat time waiver program expectations. I understand that participation in my child's education will help determine his/her likelihood of success in the program. Therefore I will monitor and support my student in his/her studies. I agree to be accessible and readily available to the mentor to discuss my child's progress and development. I understand time management and attendance is vital to my student's success. I understand acceptance into this program is a privilege and my child must maintain the contracts and program policies in order to remain enrolled. Failure to follow these policies may result in dismissal from the program.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***It is the policy of the Dearborn Heights #7 School District that no discriminatory practices based on sex, race, religion, color, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Dearborn Heights #7 Special Education Director, 20629 Annapolis, Dearborn Heights, MI 48125 or call 313-203-3177.***