

**Westwood Community School District**  
**Section 21f**  
**Online Course Enrollment Request Form**



Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I would like to enroll in \_\_\_\_\_ for \_\_\_\_\_ semester/trimester 201\_\_\_\_.  
(name of course as it appears in the statewide catalog)

\_\_\_\_\_  
(student signature)

I consent to this request \_\_\_\_\_  
(parent signature)

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**Official School Response**

\_\_\_\_\_ 's request to enroll in \_\_\_\_\_ (title of course)  
for the \_\_\_\_\_ semester/trimester 201\_ has been \_\_\_\_\_ accepted \_\_\_\_\_ denied. (Reasons cited below.)

- The student already earned credits for the course (so the student would be repeating a course).
- The online course would not generate credits for the student's transcript.
- Enrollment in the online course is not consistent with the student's graduation requirements or with the student's career interests.
- The student does not have the prerequisite knowledge or skills for the course.
- The student has failed a previous online course in the same subject.
- The online course is of insufficient quality or rigor. We will make a reasonable effort to find an alternative online course that meets the school's requirements for quality and rigor.
- The cost of the course exceeds what the school is receives in foundation allowance.
- The request to enroll was made outside the established time for enrollment and schedule changes.

Additional Comments \_\_\_\_\_  
\_\_\_\_\_

Please direct questions related to this denial to \_\_\_\_\_ (name) at \_\_\_\_\_ (contact info).

If you would like to appeal this denial, you must write to (name and address of ISD superintendent).

Your letter must

1. Include the reason (noted above) that the enrollment request was denied and
2. Explain why the student should be allowed to take the course.

Name of School Representative \_\_\_\_\_