

See the following pages for forms related to enrolling in distance learning courses:

Exhibit A: Request to Enroll in Distance Learning or Correspondence Course Not  
Provided through the Texas Virtual School Network (TxVSN) — 2 pages

Exhibit B: TxVSN Course Request Form for Enrolled Students — 2 pages

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**Note:** If a distance learning course is conducted by video broadcast, a release form permitting a student to be part of the video broadcast must be submitted. The release form can be found at FL(EXHIBIT).

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EXHIBIT A

REQUEST TO ENROLL IN DISTANCE LEARNING OR CORRESPONDENCE  
COURSE NOT PROVIDED THROUGH THE TxVSN

The completed form must be returned to the campus principal no later than 30 days prior to the start date of the distance learning course(s) for which the student is requesting to enroll.

[See EHDE(REGULATION) for information regarding eligibility for enrollment and limitations on graduation credit.]

***(Please print.)***

Student's name: \_\_\_\_\_

Home address: \_\_\_\_\_

City, state, and ZIP code: \_\_\_\_\_

Current grade level: \_\_\_\_\_ Campus: \_\_\_\_\_

Student is requesting to take course(s) as:

Correspondence course(s)

Distance learning course(s)

Institution offering course:

Texas Tech University

The University of Texas at Austin

Other

If 'other,' name of institution: \_\_\_\_\_

Semester: \_\_\_\_\_

Year: \_\_\_\_\_

Course(s) in which student wishes to enroll:

\_\_\_\_\_  
\_\_\_\_\_

District course(s) for which student will seek graduation credit upon successful completion of distance learning or correspondence course:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has student earned any other credits through distance learning or correspondence courses?

Yes       No

If 'yes,' how many? \_\_\_\_\_

Name of District course(s) for which student has received credit:

\_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***For Office Use Only:***

Approved       Denied

Principal signature:

\_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT B

TxVSN COURSE REQUEST FORM FOR ENROLLED STUDENTS

Complete a separate form for each course requested.

The completed form must be submitted to the campus principal at least **one full week before** the registration deadline established by the TxVSN and/or the course provider.

**Please note:** Completion of this form does not ensure automatic enrollment in a TxVSN course. [See EHDE(REGULATION)]

**Student, please complete sections 1–3 and submit this form to the school counselor.**

**(Please print.)**

1. Student information:

Student's name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Home address: \_\_\_\_\_

City, state, and ZIP code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Current grade level: \_\_\_\_\_ Campus: \_\_\_\_\_

2. Enrollment steps:

- Select appropriate course(s) from the TxVSN course catalog.
- Complete this form for each course requested and submit to the school counselor.
- Meet with the school counselor to determine eligibility and fees to be paid, if any.

3. Course information:

Course must be in the student's graduation plan and prerequisites must be met. If approved, the District reserves the right to choose a different course provider.

Course PEIMS #: \_\_\_\_\_ Provider: \_\_\_\_\_

Course Catalog Title: \_\_\_\_\_ Section: A B N/A

AP       Dual Credit       Credit Recovery       Other \_\_\_\_\_

**School counselor, please complete below.**

4. School counselor approval:

- I have counseled with the above student regarding required coursework, readiness assessment scores, and the academic behaviors required for success in an online course.

**Choose one of the following options:**

- The course selected above has been approved as a course that will meet a graduation requirement for this student.

**OR**

- The course selected above is NOT recommended at this time for the following reason:

- The enrollment period for the class has passed.
- The course or course load is not consistent with (*choose all that apply*):
- The student's graduation plan
  - The requirements for college admissions
  - The requirements for earning the following industry certificate:

- The District offers the following substantially similar course:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

School counselor signature: \_\_\_\_\_ Date: \_\_\_\_\_