

Online Learning Program Annual Update

Note: Unless otherwise noted, all statute references are for Minnesota Statutes, section 124D.095.

Identification Information

Program Name

Telephone Number

Street Address

City, State and Zip code

Contact Name

Position Title

Contact Email

Web site address

Indicate your answer by placing an X next to the appropriate response below and provide all requested information.

Comprehensiveness of Program:

Comprehensive Supplemental Comprehensive and Supplemental

Program Type:

Program within a District Charter School Consortium (List Schools)
 Intermediate District

K-12 Services Offered:

General Ed Advanced Courses Credit Recovery
 Diploma Completion Other (attach explanation)

Grade Levels Served

Individual grade levels: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Grade groupings: K-6, K-8, 9-12, K-12

Enter the grade levels served: _____

Applicant is charged annually to review [Minnesota Statutes, section 124D.095](#), and demonstrate understanding of the obligations and requirements of an OLL Program Provider as specified in law.

Provider Assurance Review

Each statement of assurance must be reviewed and initialed indicating provider agreement.

- _____ Submit program information (i.e., program description, courses, terms offered, enrollment procedures, costs, policy) in requested format to the Minnesota Department of Education. Program information updates are expected to be communicated to keep this information accurate. [Subdivision 7(a)]
- _____ Comply with all other public school program policies in the district or charter school, including the Americans with Disabilities Act (ADA) guidelines for website accessibility, and local school district policies relating to Internet Safety and Acceptable Use.
- _____ Provide equal access to online learning for Special Education students and follow due process requirements for all special education students participating in online learning.
- _____ Align all online courses to “meet or exceed state academic standards” for Language Arts, Mathematics, Science and Social Studies in approved online programs. [Subdivision 7 (b)]
- _____ Provide only Minnesota licensed teachers to assemble and deliver instruction to online learning students enrolled by the Provider. [Subdivision 4(d)] and to document its Licensed Online Teaching Faculty in the annual STAR report.
- _____ Offer online courses and programs to align with the Minnesota Academic Standards, contribute to grade progression in a single subject focused on demonstration of learning outcome, with standards of instruction, curriculum, and assessment requirements the same as those provided to face-to-face enrolled students. [Subdivision 7 (b)]
- _____ Ensure limit 40 students in any one online learning course or program is upheld and/or Provider is charged to obtain to a waiver from the Commissioner of Education [Subdivision 4 (e)].
- _____ Submit specific course syllabi or curriculum documentation to the Minnesota Department of Education upon request.
- _____ Obtains parental consent for participation for students under the age of 17. This consent includes a sign-off for parent and/or student as verification online course, program, and student expectations are understood. [Subdivision 3(a)]
- _____ Record student membership and coursework completed in the online learning program will be maintained and available to auditors for three years after the end of the school year to which they apply. [Minnesota Statutes section 127A.41, Subdivision 5]
- _____ Notify students of his/her acceptance and obtain the MARSS state reporting number from the student’s enrolling district within a 10 day application process for enrollment. [Subdivision 3(b)] And, after acceptance, enrollment status, and student grades are provided to the student home district in a timely manner.

_____ Submit supplemental online learning notice of registration to the enrolling district upon student enrollment in the online learning program. Include the courses or program, credits to be awarded, the start date of online enrollment, and confirmation that the course(s) will meet the student's graduation plan at the enrolling district. [Subdivision 3(a)]

_____ Annual Program Data Report to be completed by OLL certified providers for each fiscal year and submitted as an attachment to this form by July 15.

STATEMENT OF UNDERSTANDING/ASSURANCE VERIFICATION

I understand that failure to meet one or more requirements will jeopardize approval of this online learning program application and/or students' ability to generate state or federal funds through participation in this program.

Program approval is limited and annual program updates to MDE is required. Legislation passed in future years may change program requirements to maintain approval status. Signature on this document is demonstration of the commitment of the Provider to the list of assurances above.

Signature –Superintendent _____
Date

Signature –Program Contact Person _____
Date

General program information

Subdivision 3. Authorization; notice; limitations on enrollment. An online learning provider must notify the commissioner that it is delivering online learning and report the number of online learning students it is accepting and the online learning courses and programs it is delivering.

Indicate your answer by placing an X next to the appropriate response below and provide all requested information.

List and description of categories of programs within the OLL approved program. For example, IB or AP classes or other targeted programs.

Did any of the categories within the approved program significantly change?

_____ No, none of the categories within the approved program significantly changed.

_____ Yes, requires a brief description of the changed categories attached to the form.

Goals, objectives and vision for OLL program. Did you make changes to the goals, objectives, or vision for the approved online program?

_____ No changes to the goals, objectives or vision for approved program.

_____ Yes, requires a brief description of the changes attached to the form.

Profiles of students served. Has the student population of your program significantly changed?

_____ No, the student population of the program has not changed.

_____ Yes, requires a brief description of the student population change attached to the form.

Has your approved program credit type changed?

No, program credit type has not changed.

Yes, requires a brief description of the program credit type change attached to the form.

Courses, curriculum, academic standards

Subdivision 2c "Online learning" is an interactive course or program that meets or exceeds state academic standards.

Subdivision 7b. The online learning courses and programs must be rigorous, aligned with state academic standards, and contribute to grade progression in a single subject. Online learning providers must give to the commissioner written assurance that online learning courses have equivalent standards, instruction, curriculum, and assessment requirements as other courses offered to enrolled students.

Are you offering new courses and/or have courses offered undergone significant curricula changes?

No new courses and/or courses offered curricula changed.

Yes, requires a brief description of new or current curricula changes attached to this form.

Is the program information entered on the MDE website accurate?

Yes, program information entered through MDE is accurate.

No, requires provider to update program information and submit to MDE by July 31.

Please review program information entered on MDE website and initial below indicating review is completed and program information is accurately entered on the MDE website.

Yes, MDE review has been completed and program information is accurate.

Alignment to state academic standards is required of all OLL courses in the areas of mathematics, language arts, science, and social studies. Please indicate if a statement of compliance available to students on the MDE site and on program documents, website, etc.

Yes, statement of compliance is available to students.

No, statement of compliance is not available to students.

Note: Please submit to MDE by July 31.

Review of Enrollment Policies and Procedures

Changes to Minnesota Statutes section 124D.095 are noted below.

Subdivision 3. Authorization; notice; limitations on enrollment. (a) A student may apply for full-time enrollment in an approved online learning program under section 124D.03, 124D.08 and 124D.10 or for supplemental online learning. Notwithstanding sections 124D.03, 124D.08, and 124D.10, procedures for enrolling in online learning shall be as provided in this subdivision.....In order that a student may enroll in online learning, the student and the student's parents must submit an application to the online learning provider and identify the reason for enrolling in online learning.

The online learning provider that accepts a student under this section must, within 10 days notify the student and the enrolling district in writing if the enrolling district is not the online learning provider.

The online learning provider must notify the enrolling district of the student's enrollment in online learning in writing on a form provided by the department.

(b) Supplemental online learning notification to the enrolling district upon student enrollment in the online learning program will include the courses or program, credits to be awarded, the start date of online enrollment, and confirmation that the courses will meet the student's graduation plan.

A student may enroll in supplemental online learning courses up to the midpoint of the enrolling district's term. The enrolling district may waive this requirement for special circumstances and upon acceptance by the online provider.

Subdivision 4. Online learning parameters. (b) An online learning student may: (1) enroll in supplemental online learning courses during a single school year to a maximum of 50 percent of the student's full schedule of courses per term. A student may exceed the supplemental online learning registration limit if the enrolling district grants permission for supplemental online learning enrollment above the limit, or if an agreement is made between the enrolling district and the online learning provider for instructional services

(f) To enroll in more than 50 percent of the student's full schedule of courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit under paragraph (b) or apply for enrollment to an approved full-time online learning program following appropriate procedures in subdivision 3, paragraph (a). Full-time online learning students may enroll in classes at a local school per contract for instructional services between the online learning provider and the school district.

Enrollment Policy Changes

Has your enrollment policy been changed by your school board or board of directors?

_____ No, enrollment policy has not changed.

_____ Yes, requires a brief description of enrollment policy changes attached to this form.

Along with the description, attach pertinent minutes indicating approval and date the enrollment policy was approved OR pending approval information. Submit any updated enrollment policy approved by board resolution to MDE.

An online learning provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. Subdivision 3(d)

Incorporate enrollment changes from 2007 legislation in the board-passed enrollment policy involving supplemental online learning credit limits (50 percent), notifications and timelines and supplemental online learning registration deadlines (no schedule changes after midpoint of enrolling district's term) and all other changes in subdivision 3 and 4.

Note also that enrollment notification to the enrolling district must be on an MDE form "Supplemental Online Learning Notice of Registration" which is used to notification to the enrolling district of an enrolled student's registration for online learning classes and will include: the courses or program, credits to be awarded, the start date of online enrollment, confirmation that the courses will meet the student's graduation plan.

Note also that enrollment notification to the enrolling district must be on an MDE form "Supplemental Online Learning Notice of Registration" which is used to notification to the enrolling district of an enrolled student's registration for online learning classes and will include: the courses or program, credits to be awarded, the start date of online enrollment, confirmation that the courses will meet the student's graduation plan.

Enrollment types and dates

Will enrollment in the program follow fixed terms or flexible start and end dates?

Fixed terms

Flexible start/end dates

Please note that supplemental online learning registration will not be allowed after the midpoint of the enrolling district's term. Please enter the academic term dates for the current academic year for fixed enrollment in this program.

Academic term dates for fixed enrollment: _____

Is there a variation within the program to fixed and/or flexible enrollment dates?

No, there is no variation within the program.

Yes, requires a brief description of the variation within the program attached to the form.

Provide tuition information for students who do not qualify for public school funding.

Please initial indicating tuition information is provided for students and attach tuition information to the form. _____

Supplemental online learning programs:

Recordkeeping and communication procedures with enrolling district

Subdivision 3. Authorization; notice; limitations on enrollment

The online learning provider must notify the enrolling district of the student's enrollment in online learning in writing on a form provided by the department.

Supplemental online learning notification to the enrolling district upon student enrollment in the online learning program will include the courses or program, credits to be awarded, the start date of online enrollment, confirmation that the courses will meet the student's graduation plan.

The OLL program will obtain a student's MARSS number and transcript from the enrolling district prior to the start of an online learning class for which the student has registered.

Supplemental online learning programs must verify that the online learning class meets the student's graduation plan at their enrolling district. Contact with the enrolling district's counselor is recommended to verify the OLL class will meet requirements.

Attach a brief response for the following questions:

1. How are credits completed, maintained and transferred to the enrolling district?
2. What are the timelines and processes for reporting student registration, course credits and course completion to the student and enrolling district?

Please initial indicating the program will obtain a student's MARSS number and transcript from the enrolling district prior to the start of an OLL class for which the student has registered. ____Initial

Governing board

Attach a list of the names of governing board members, titles and terms of appointment.

Program Annual Data Report

[View Online Learning Providers web page](#) to access the Annual Program Data Report. Please complete and submit with this application.

GENERAL INFORMATION

The Online Learning Option Act (Minnesota Statutes section 124D.095) provides direction to students, school districts, and OLL providers in establishing OLL programs as an educational choice for all students.

Questions about this Annual Update can be directed to mde.onlinelearning@state.mn.us. Questions related to student accounting and funding can be directed to Sharon Peck, Program Finance 651.582.8811.

SUBMISSION INSTRUCTIONS:

Send the completed and signed form, statement of assurances, annual data report and all requested information as updates, narrative description or program documents to:

Online Learning
Minnesota Department of Education
1500 Highway 36 West
Roseville, MN 55113

Or submit the annual update and required documentation electronically to:
mde.onlinelearning@state.mn.us.