

TRIO Wolf Creek Distance Learning Charter School #4095

Procedure 126

Wolf Creek Supplemental Students

Supplemental student numbers are limited to 15% of the total enrollment at Wolf Creek, unless directed otherwise by Admin staff based on low fulltime enrollment numbers.

- Students must complete an enrollment application and note OLL status
- Family is sent enrollment forms (with details about how OLL works)
- Dean of students contacts student about which class(es) they are requesting
- Dean of students completes the “OLL notice of registration form” and sends to student to complete with the enrolling district counselor
- Dean of students receives completed OLL form and connects Learning Manager with student
- If the Learning Manager of the primary course has student space they are placed with that Learning Manager or another Learning Manager with space
- One OLL student counts as .5 student; therefore two OLL students would “create” one student in the load of students
- OLL students are on the same term dates as full-time students; even if their enrolling district term dates are different
- The Learning Manager does an IGP (Individual Graduation Plan) and starts the student in orientation and class(es) as noted on OLL form
- The Learning Manager updates the OLL student’s grades and logs
- The Learning Manager updates the student/family and enrolling school counselor of progress and midterms
- Clerical staff enrolls student as OLL student and posts classes in student management system
- Dean of students sends final grades to enrolling school and student/family home
- Dean of students withdraws student or connects them with a new OLL notice or registration form for the next term
- Dean of students maintains student file and course list/grades
- Admin staff completes OLL file for MDE to receive funding