

For Information Only: Adopt new Administrative Procedure IGCD-AF1 as recommended by MSBA. This form is based on the new state law creating the Missouri Course Access Program (MOCAP).

Section: Instructional Program

Title: Virtual Courses (*Virtual Course Enrollment Determination*)

Number: IGCD – AF1

Adopted: _____

To: _____ [name of parent/guardian/student]:

_____ [student's name] requested to enroll in one or more virtual courses. We have made the following determinations.

Approved for Enrollment

The student has been approved to enroll in the following virtual courses:

Declined for Enrollment

We have determined that, in accordance with Board policy and procedure, it is not in the best educational interest of _____ [student's name] to enroll in the following requested courses for the following good-cause reasons:

Name of Virtual Course	Reason for Denying Enrollment

Name of Principal or Designee

Signature of Principal or Designee

Date

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Appeals

Students or parents/guardians who disagree with the above determinations about a Missouri Course Access Program (MOCAP) course can appeal the decision to the Board of Education. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee. Please provide a written description of the basis for your appeal, attach it with any pertinent documentation or information, and submit it to the appropriate person.

If the student has an individualized education program (IEP), the IEP team may independently determine that a course is inappropriate for the student. In that case, students or parents/guardians must follow the appeal procedure for IEP team decisions.

Park Hill School District, Platte County, MO