

Request for School District Approval for Payment of NDCDE Courses

Student Request for District-Paid NDCDE Course

IMPORTANT: Students wishing to take an NDCDE course that is district paid must complete this request and submit it to the local school district for approval **before enrolling**. The district is required by law to pay for approved NDCDE courses if one of the circumstances described in Part 3 applies. Students remain subject to the same policies and rules as in-person students.

PART 1 — STUDENT INFORMATION

STUDENT LAST NAME

STUDENT FIRST NAME

GRADE LEVEL

STUDENT ID NUMBER

SCHOOL YEAR

PARENT / GUARDIAN NAME

PARENT / GUARDIAN PHONE

PARENT / GUARDIAN EMAIL ADDRESS

PART 2 — COURSE INFORMATION

NDCDE COURSE TITLE

NDCDE COURSE CODE

REQUESTED SEMESTER / TERM

CREDIT HOURS

PROPOSED START DATE

EQUIVALENT LOCAL COURSE (AS CURRENTLY OFFERED BY DISTRICT)

PART 3 — QUALIFYING REASON FOR APPROVAL

Check the **ONE** reason that best applies. Applications not meeting at least one qualifying reason will not be approved.

☐ **Reason 1: Scheduling Conflict**

The student is unable to take the locally offered section due to a documented, irresolvable scheduling conflict with another required course. Supporting documentation or counselor verification may be required.

☐ **Reason 2: Course Not Offered in the District**

The course is not offered within the district. Clarification: a district may not deny a request to take a dual credit course through NDCDE if a locally offered in-person course does not offer a dual credit opportunity.

☐ **Reason 3: Prior Course Failure with Current Teacher**

The student has previously failed this course with the teacher currently assigned to the local section, and re-enrollment with the same instructor is educationally inadvisable. Documentation of prior failure (transcript or grade report) may be requested.

☐ **Reason 4: Graduation Requirement — Local Course Not Offered This Semester**

The course is required for the student's on-time graduation, and the local section is not being offered during the semester in which the student must complete it, or the student needs a virtual course in order to amass the necessary number of Essential Skills to be considered Choice Ready.

☐ **Reason 5: Other Special Circumstances**

Other special or unique circumstances which would warrant enrolling a student in an NDCDE course beyond the reasons listed above.

If Reason 5 selected, briefly explain why you are requesting this course through NDCDE:

PART 4 — STUDENT & PARENT/GUARDIAN ACKNOWLEDGMENT

By signing below, the student and parent/guardian acknowledge the following expectations and district policies for NDCDE enrollment:

- Students enrolled in NDCDE courses remain district students and are subject to the same policies, rules, prerequisites, grading standards, and accountability as in-person students.
- Retakes of previously failed NDCDE courses are at district discretion and are not guaranteed to be covered. Contact the district office for retake eligibility.

- Extensions or holds on NDCDE courses are subject to district and local policy approval. Good cause (illness, family emergency) may be considered.
- Students with IEPs or 504 plans: the district of residence remains responsible for FAPE and IEP/504 services. Notify the school prior to enrollment.
- Registration and add/drop periods for NDCDE courses must coincide with district in-person deadlines.
- On-site attendance requirements set by the district must be met. Families will be notified of onsite expectations and when a Statement of Intent to Homeschool may be required.
- A Learning Coach will be assigned: on campus — provided by the district; at home — designated by the parent/guardian (must be outside the immediate household). If the course is district-paid, the district identifies the Learning Coach.
- Students are accountable for test scores and must maintain progress as defined by district policy.

Check each item below to confirm you have read and agree to it:

- ☐ Dual credit courses are the financial responsibility of the parent/guardian, regardless of delivery method (NDCC 15.1-25-03).
- ☐ Course grades and credits will be applied to a student's transcript and graduation requirements per district policy and the NDCDE completion certificate (MIS03 code).
- ☐ The district is not required to pay for learners to retake a course through NDCDE that they have previously failed through NDCDE, or to improve a previously completed grade.
- ☐ I am aware that I have a right to appeal the decision made and understand that the district has established guidance on how to file an appeal.

PART 5 — SUPPORTING DOCUMENTATION CHECKLIST

Attach all applicable documentation if requested. Incomplete applications may not be processed.

- ☐ Scheduling documentation or administrator/counselor verification (Reason 1)
- ☐ Official transcript or grade report showing prior course failure (Reason 3)
- ☐ Student graduation plan confirming course is required and unavailable this semester (Reason 4)

PART 6 — SIGNATURES & SUBMISSION

STUDENT SIGNATURE

DATE

PRINTED NAME

PARENT / GUARDIAN SIGNATURE

DATE

PRINTED NAME

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED

RECEIVED BY (NAME & TITLE)

Decision (check one):

- ☐ Approved
- ☐ Denied
- ☐ Returned for Additional Information

If Denied or Returned — Reason:

AUTHORIZING ADMINISTRATOR SIGNATURE

DATE

PRINTED NAME & TITLE

Copy distribution (check all that apply):

- ☐ Student File
- ☐ Counselor
- ☐ Parent/Guardian
- ☐ District Business Office