

Template Application

NDCDE Virtual Course Enrollment Application

Student request for district paid NDCDE course

IMPORTANT: Students wishing to take an NDCDE course that is district paid must complete this application and receive approval **BEFORE enrolling**. The district is required by law to pay for approved NDCDE courses. Students remain subject to the same policies and rules as in-person students.

PART 1 — STUDENT INFORMATION

Student Last Name	Student First Name	
<input type="text"/>	<input type="text"/>	
Student ID Number	Grade Level	School Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent / Guardian Name	Parent / Guardian Phone	
<input type="text"/>	<input type="text"/>	
Parent / Guardian Email Address		
<input type="text"/>		

PART 2 — COURSE INFORMATION

NDCDE Course Title	NDCDE Course Code	
<input type="text"/>	<input type="text"/>	
Requested Semester / Term	Credit Hours	Proposed Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Equivalent Local Course (as currently offered by district)		
<input type="text"/>		

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.

<input type="checkbox"/>	Reason 1: Scheduling Conflict <i>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.</i>
<input type="checkbox"/>	Reason 2: Course Not Offered in the District <i>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.</i>
<input type="checkbox"/>	Reason 3: Prior Course Failure with Current Teacher <i>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.</i>
<input type="checkbox"/>	Reason 4: Graduation Requirement — Local Course Not Offered This Semester <i>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.</i>
<input type="checkbox"/>	Reason 5: Other Special Circumstances <i>Other special or unique circumstances which would warrant enrolling a student in an NDCDE course beyond the reasons listed above.</i>

If you selected **Other Special Circumstances**, 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.

- 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: APPROVED DENIED RETURNED for Additional Information

If Denied or Returned — Reason:

Authorizing Administrator Signature

Date

Printed Name & Title

Copy distribution: Student File Counselor Parent/Guardian District Business Office