



GLEN LAKE COMMUNITY SCHOOL

3375 W. Burdickville Rd., Maple City, MI 49664

Elementary Office
(231) 334-3061 Ext. 2
Fax: (231) 334-4296

Secondary Office
(231) 334-3061 Ext. 1
Fax: (231) 334-6295

Superintendent's Office
(231) 334-3061 Ext. 3
Fax: (231) 334-6255

Dear Parent/Guardian of an online learner:

If a Glen Lake student enrolls in at least one virtual class, the State of Michigan Department of Education requires a parent/guardian signature.

I am the online mentor for our Michigan Virtual (MV) and Edgenuity online learners. As a mentor, I track grade progress, facilitate communication with online instructors, and assist with common problems. Students with technical issues should contact the tech department in the media center. Grades for online classes are based on percent completion (undone assignments may be marked 0 zero and count against final grade) and the class is self-paced. We will not enter grades into PowerSchool until the end of the semester. Parents and students should stay on pace to ensure they have ample time to finish the course. **Please make sure your student knows their end date since and other important information.**

Students have a grace period of 10 days to drop an online class without repercussions. If, after this grace period, a student fails to achieve a passing grade at the end of the class, or drops the class, the family will be charged with the full price of the class (typically \$225.00). The work completion threshold is set at 80% and the passing grade 60%. Completing less than 80% of the assigned work and/or achieving less than a 60% average grade will result in a grade of failing. Students may choose to audit 1 class. This option may apply to 1 class 1 time and results in a Pass/Fail grade in lieu of a letter grade and will not be factored into GPA. An audit application must be completed not later than the end of the grace period. Online classes do not necessarily observe snow days and other holidays.

For more information about online classes go to <https://michiganvirtual.org/get-started/students-parents/> to access the **Parent Guide to Online Learning** that includes a rubric to gauge readiness for online learning. As parents/guardians, you can also access their online class, grade book, and monitor their progress. You can create your own account to view assignment details, scores, pacing guide, checkpoints, and a communication log with the instructor. Mrs. Skipski also monitors our online learners placed in the media center. She helps students with pacing, monitors their grades and progress, reminds them of deadlines, and assists them with issues that arise. Let me know if you have any questions or concerns about whether or not online classes are right for your student.

Please return this form to the Counseling Office. Electronic copies are acceptable. Thank you for your prompt response in meeting this signature requirement.

Sincerely,
Matt Peschel
HS Counselor
Online Mentor

Parent/Guardian Permission

I, _____, parent/guardian of _____, give permission for my student
Print parent/guardian name Print student's name
to take an online class at Glen Lake High School.

Parent/guardian signature

Date