



# Registration & Course Enrollment Process for Wallenpaupack High School

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## Information

**Summer school session:** 6/23/14 – 8/15/14

**Courses Available:** Refer to EdOptions Academy course catalog

**Cost:** \$150 per semester course

**Length of semester courses:** 8 weeks

## Registration

To register your student, follow the instructions below:

1. Go to the [EdOptions Academy website](#) registration page.
2. Complete all required fields highlighted in **yellow**.
  - a. In the Notes section, enter the student's school name **and** the course(s) needed (e.g. Wallenpaupack High School – English 9 Sem A credit recovery). **This is important to ensure proper registration and enrollment.**

A screenshot of a web form titled "Basic Information". It contains three fields: "First Name:" with a yellow highlighted text input box and a small icon to its right; "Gender:" with a yellow highlighted dropdown menu showing "Select..."; and "Notes:" with a large text area. A red oval is drawn around the "Notes:" text area.

- b. Enter a valid email address and phone number(s) for the student. This is essential for communication between teacher and student.

**Address**

Street:

City:

State:

Country:

Postal Code:

Province:

Email:

Race:

Phone 1:

Phone 2:

- c. Setup one or multiple guardians who will be responsible for monitoring student progress. Login credentials will be created and communication from teachers will be sent to these individuals. A guardian can be a parent, tutor, counselor, etc.

**Guardians**

**Guardian 1**

Relationship:

Last Name:

First Name:

Email:

Phone 1:

Phone 2:

**Guardian 2**

Relationship:

Last Name:

First Name:

Email:

Phone 1:

Phone 2:

- d. If your student has an IEP or 504, fax the accommodations to 703-243-8472. This information will be reviewed and made available to your student's teacher(s).

**Additional Information**

Free/Reduced Lunch:

IEP:

Section 504:

Please submit a copy of the IEP.

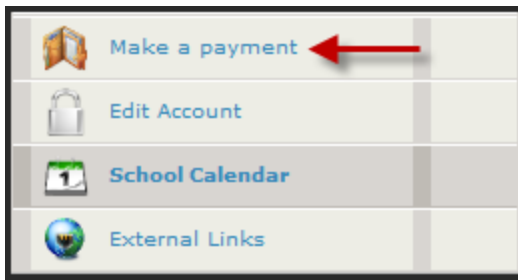
Please submit a copy of the 504.

- Double-check to ensure the information is complete and accurate and then click **Submit**.
- The guardian(s) will receive an email with the subject line "Thank you for your application"  
**PLEASE DISREGARD THIS EMAIL AS IT DOES NOT PERTAIN TO THE WALLENPAUPACK HIGH SCHOOL SUMMER SCHOOL PROGRAM.**

## Course Payment & Enrollment

The Academy Implementation Specialist will review the registration. Login credentials will be setup for the guardian(s) in order for them to log into the EdOptions Academy website and pay for the course(s).

- Guardian login credentials will be sent in an email with the subject line "EOA New User"
- Once the billing record for the course(s) has been created, the guardian will receive an additional email with the subject line "Charge Notification"
- Log into the EdOptions Academy website.
- On the left side, towards the bottom, click **Make a Payment**.



5. Complete steps 1-2 and enter your credit card information. Click **Submit** when complete.
6. Once the payment has been received, your student will be enrolled in their course(s) within 24 hours.
7. The student will receive an email with the subject line “EOA Enrolled in Class” which indicates they are enrolled and can log in and start their course.

**Note:** Please allow 24 hours for registration review and course enrollment before attempting to contact us. Double check your SPAM or junk email folder. If after 24 hours no communication has been received, please feel free to contact us at [academyenrollment@edmentum.com](mailto:academyenrollment@edmentum.com).

## Summer School and Course End Dates

All summer school work, including the end of semester test must be completed by **Friday, August 15 at 11am**. If the course is not completed by this time, the student will be dropped and a WF (withdrawn fail) will be issued. There are no extensions. There are no exceptions.

## End of Semester Test

As you near the end of your course, there are some important reminders to make note of regarding the end of semester test (final exam).

## Completion and Retakes

- Ensure **ALL** coursework (refer to the course syllabus) and retakes are completed **PRIOR** to the end of semester test. **It is the student's responsibility to ensure all assignments are submitted. Teachers will not accept any assignments once the final exam has been activated. Once the final exam is taken, all incomplete work will be marked as zeros before the final grade is issued.**
- Students can request from their online teacher a retake on any assignment, including midterms and posttests (once per test), no matter what the previous score. We will keep the best score of both attempts. **Retakes must be completed before the EOS test is taken.**

## Preparations for end of semester test

- Students should plan on taking the test at least one day before the end date of the course. This will allow for a retake if necessary. Students are dropped from their course the day after their end date if the test has not been completed.
- **Students can use an unlimited amount of handwritten or typed notes (nothing photocopied).**
- **Students need to complete the test in one sitting.** If unable to complete in one sitting, the test must be locked again until it can be finished at a later time.
- The end of semester test must be proctored. See below for more information.

## Proctoring

- Students must take the end of semester test at school during regular lab hours. Arrive no later than 9am and allow up to two hours for the exam.
  - **Lab Hours: Monday – Thursday, 9am – 11am in High School Room 243**
- On the day of the test, the proctor contacts our Academy Support line to request the test be unlocked. For security and data integrity purposes, the student must be present to talk to the support representative as well.
  - **Academy Support hours: Monday – Friday, 7am – 6pm CST.**
  - **Academy Support phone number: 866-890-8153, option 4.**

## After the test is completed

- For most tests, students will receive the grade immediately. Some tests require teacher graded sections.
- Teachers will issue a final grade for the course within 24 hours of completion of the EOS test. Please be patient during this process as there is a high demand for grading this time of year.
- If score is less than 60%, the student qualifies for one retake which can be taken as soon as the next day as long as the end date has not passed.
  - The proctor and student can contact the Academy Support line to have the test reset.
  - The same policies are in place for retakes as for tests taken for the first time.
  - We keep the best score from both attempts.

## Contact EdOptions Academy

For questions or issues with enrollment, contact EdOptions Academy Support by phone at 866-890-8153 or email [info@edoptionsacademy.com](mailto:info@edoptionsacademy.com).