

## Traditional Virtual Course Setup

### STUDENT SCHEDULE EXAMPLE: Courses taken during the school day

Period	Course Name	Mark for attendance	Mark for grading
1	Algebra II	Yes	Yes
2	English III	Yes	Yes
3	Phys Educ	Yes	Yes
4	"Name of Virtual Provider" Personal Finance	Yes	No
5	Adv American Gov't	Yes	Yes
6	Art	Yes	Yes
7	Spanish IV	Yes	Yes
8	Chemistry II	Yes	Yes

- **Sending** district set-up for virtual course provided as **Resident I – Cooperative Agreement** (see Core Data and MOSIS Reference Manual, Exhibit 21) and will not include a teacher, but will include the following:
  1. Term – Year, Semester, or Term
  2. State Course Code
  3. Delivery Method is V
  4. Type Code is Sending School
- **Sending** district, upon course completion, will enter the grade to SIS as a transfer-in grade:
  1. Select the exact course number that is used in the student's schedule.
  2. Do **not** mark the course to include in state reporting.
- **Sending** district will supply student data to the virtual school.
  1. Student Name
  2. Student MOSIS ID
  3. Date of Birth
  4. Grade Level
  5. Gender
  6. Race/Ethnicity
- **Sending** district will report the following in the October cycle:
  1. Students participating in virtual course will be included in the Student Core File.
  2. Student's virtual course assignment will **not** be included in the Course Assignment File.

- ***Sending*** district will report the following in the 2017-2018 June cycle:
  1. Student enrollment and attendance (attendance will be calculated by semester at 94% if student completes the course or 47% if the student completes half of the course or 0% if the students does not complete even half of the course).
  2. Student's virtual course completion will NOT be included in the Course Completion File for 2017-2018.
  
- ***Virtual school program*** will report the following in the 2018-2019 October cycle:
  1. The course and assignment file to include the sending district's students
  
- ***Virtual school program*** will report the following in the 2018-2019 June cycle:
  2. The course completion file to include the sending district's students.
  
- ***Virtual school program*** will report to the sending district:
  3. The course grade, by semester, for each sending student.