

Administrative Procedure Manual

School Administration Online Courses for Senior Years

AP: 138

Online Courses for Senior Years

The Park West School Division supports students in their effort to obtain the courses required for entry into postsecondary institutions or a career of choice. It is up to the individual students to choose senior years courses that prepare them for their future. In doing so, should students require a course not offered in their high school they may take approved InformNet (https://www.edu.gov.mb.ca/k12/dl/iso/index.html) or Internet courses to meet their needs. The following will assist a student in course choices:

- a. InformNet nor Internet courses will not be supported financially by the Division if the course is offered in the student's high school in the year required unless the student's time table makes this impractical.
- b. Students will be required to pay for the course upon registration and will be reimbursed to a maximum of \$310.00 upon successful completion of the course. The principal, upon receipt of verification of completion of the course(s), shall submit a request for payment to the Division Office.
- c. Before registering for a course, a student will determine from the principal or designate the necessity of taking the course and obtain written approval from the principal. Approval will be based upon:
 - the relation of the course to the student's career goal; i.
 - ii. the availability of the course at the high school;
 - eligibility of the course to be granted high school credit; and iii.
 - opportunity to complete the course in the academic year in which ίV. registration is to be made.