**Sugar-Salem High School**

Idaho Digital Learning Academy 2019-2020

\* Students will register themselves and request funding for IDLA courses.

**What is the Idaho Digital Learning Academy?**

 The Idaho Digital Learning Academy is a state-sponsored, accredited, online school. All IDLA courses are taught by Idaho certified teachers. IDLA teachers can be contacted by phone or email and have designated office hours.

**How do I register for an IDLA course?**

 To register for an IDLA course, students must review the course information on IDLA’s website. The counselor will give the student the Fast Pass Code and the student MUST do the following:

1. Go onto the http://register.idla.us website and enter the Fastpass Code.

**School Year 19-20 Code: BJG44**

2. Complete their demographics.

3. Pick their class(es).

4. Return their completed registration form to Jocelyn Hobbs

 5. Once the registration form is returned and approved, the student will receive an email link for payment. Payment must be made by 5:00pm on the “Payment Deadline Date” or the IDLA system will automatically drop the student from the class.

 6. If the student is enrolled in 13 credits at SSHS they may qualify for Fast Forward funding, which will pay for the registration fee. It is the student’s responsibility to apply for these funds BEFORE the payment deadline. For more information contact Mrs. Hobbs.

**What happens after I turn in my registration paperwork and make my payment?**

 After a student completes the registration form, registers, and is approved and payment has been made, they will receive the following emails from IDLA: one with their login and password; one with information about their orientation session; and one confirming enrollment in a course(s).

**What is orientation?**

Students who are taking an IDLA class are required to complete an orientation course. The orientation course must be completed before the first day of the IDLA course. If orientation is not completed, IDLA will automatically drop the student from their desired course. The purpose of orientation is to help students learn how to navigate through their online course, post assignments, communicate with their teacher, and post to discussion boards.

**How much time should I spend on my IDLA course each week?**

The estimated time per week for an IDLA class varies based on the length of the course. Below is a list of the estimated hours per week recommended by IDLA. • 16 week course = 5-7 hours per week • 12 week course = 7-9 hours per week Are finals required for IDLA courses? Yes, proctored finals are required for all courses at the end of the term. If the final is not taken, course credit will not be given.

**Can I work on my IDLA course at Sugar-Salem?**

Students may work on their IDLA course before school, at lunch, or after school. Students do not have the opportunity to work on their IDLA course during other classes.

**What can I expect from my instructor?**

• The teacher will contact students during the first week of class. • The teacher should maintain weekly and timely contact with students via phone, email or Instant Messenger. • The teacher should respond within 24 hours to parent or student emails. • The teacher should communicate in advance if they will be out-of-town and/or unavailable for any extended period. • The teacher should post announcements regularly for the course. • The teacher should maintain regular contact with site coordinator and parents. • The teacher should post progress reports every two weeks that are received by students, parents, and the site coordinator.

**Tips for successful completion:**

• Review the course syllabus and schedule so you are aware of the deadlines. • IDLA recommends you log in daily to keep up on your weekly assignments, review discussion boards, and work a little on assignments each day. • Don’t hesitate to ask your teacher, online principal, or IDLA office if you have questions.

**Suggestions for parents:**

 Students are successful when their parents are involved in the process. Parents need to provide their email address when a student registers, so they will receive progress reports. It is also helpful to get the student’s login and password to monitor their progress. This will provide full access to the class, grade book, and discussions.

**Drivers Education:**

In order to enroll in IDLA Drivers Education you must pay the $75 to IDLA and $125 to SSHS. This check can be made for $125 to Mrs. Clark in the main office. In order to register you must get a VOC from Mrs. Clark in the office and take it in to get your permit from the DMV 145 E Main St, Rexburg, ID 83440 in Madison County (If in another county please seek out their DMV). You will need your drivers ID number which is located on the receipt to register.

**Dual Credit:**

If you are taking and IDLA Dual Credit Course you MUST talk to Mrs. Hobbs in the counseling office. Dual Credit courses will require extra paperwork and must be taken very seriously.

**Advanced Opportunity Funding/Fast Forward:**

If you plan to use advanced opportunity money to pay for your course. Fill out the Advanced Opportunity IDLA Check List. Failure to request funds will result in an invoice payable to Sugar-Salem High School for the full course fees. You must make sure you have over 13 credits in your school year schedule in order to receive this funding as an overload class.

**SSHS IDLA PRE-REGISTRATION FORM**

Student Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_ Student Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IEP/504 (y/n): \_\_\_\_\_\_\_\_\_ Student Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IDLA Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Retake \_\_\_\_\_\_ Overload \_\_\_\_\_\_ IDLA Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Retake \_\_\_\_\_\_ Overload \_\_\_\_\_\_ IDLA Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Retake \_\_\_\_\_\_ Overload \_\_\_\_\_\_

1 - REVIEW COURSE INFORMATION ON IDLA WEBSITE

2 - TAKE COMPLETED REGISTRATION FORM TO THE COUNSELOR FOR APPROVAL

3 - REGISTER FOR COURSE ONLINE THROUGH IDLA USING FASTPASS ([HTTP://REGISTER.IDLA.US](http://REGISTER.IDLA.US))

4 - RETURN REGISTRATION FORM & PAYMENT (IF NEEDED) TO IDLA COORDINATOR MRS. HOBBS(REGISTRATION AND PAYMENT MUST BE COMPLETED BY REGISTRATION END DATE & ORIENTATION MUST BE COMPLETED BEFORE THE FIRST DAY OF CLASS)

**PAYMENT OPTIONS ($75 per course):**

\_\_\_\_\_ **Cash or Check**-Request your class online. Take this completed form with cash or check made payable to Sugar-Salem High School to Jocelyn Hobbs in the Counseling Office.

 \_\_\_\_\_ **Credit Card**-Request your class online. Take this completed form to Jocelyn Hobbs in the Counseling Office. Payment will be requested from IDLA and made online via credit card, your class is NOT guaranteed until paid.

 \_\_\_\_\_ **Fast Forward**-Request your class online. Take this completed form to Jocelyn Hobbs in the Counseling Office. Fill out Advanced Opportunity IDLA Check List. Failure to request funds will result in an invoice payable to Sugar-Salem High School for the full course fees.

**READ AND INITIAL THE FOLLOWING STATEMENTS:**

 \_\_\_\_\_The course(s) above is (are) academically and developmentally appropriate, and all prerequisites as determined by the school of record have been completed.

\_\_\_\_\_If a student has failed his/her last IDLA class, no additional Fast Forward funds will be provided, and the student must pay for classes until he/she has successfully completed an IDLA class.

\_\_\_\_\_Final Exams will be taken in the SSHS Counseling Office. You will receive an email from IDLA on instructions for sign up.

 \_\_\_\_\_I understand that Sugar-Salem High School DOES NOT GRANT EXTENSIONS for IDLA classes. \_\_\_\_\_I understand that IDLA classes are applied to my transcript and DO affect my GPA. Failure to pass the course(s) WILL result in an “F” on my transcript.

STUDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PARENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNSELOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Fast Forward Participation \_\_\_\_\_ Advanced Opportunities Account (FF funding request)

Sugar-Salem High School IDLA Site Coordinator-Jocelyn Hobbs- jhobbs@sugarsalem.com

**Sugar-Salem High School**

**IDLA FAST FORWARD CHECKLIST**

In order to receive funding from the State of Idaho for your IDLA course you must do the following:

|  |  |
| --- | --- |
| After Finishing Each Step, Check It Off and Turn In This Signed Sheet To Mrs. Hobbs: | **√** |
| STEP 1: Create an Advanced Opportunities Account: [www.sde.idaho.gov/student-engagement/advanced-ops](http://www.sde.idaho.gov/student-engagement/advanced-ops) Make sure to verify your account using your confirmation email. |  |
| STEP 2: Request Funding for your course: <https://advancedops.sde.idaho.gov> Log in with your advanced opportunity username and password. Choose “Student Landing”. Apply for funding by choosing the course you want to take from the drop-down menu. Register the information for that course and then click on “Submit”.-Your course provider will be Idaho Digital Learning Academy  |  |
| STEP 3: Fill out Fast Forward form on the back of this paper. Parents need to also sign this.  |  |
|  |  |

By signing the following I have **FULLY** completed each of the above steps. I understand that FAILURE TO COMPLETE ANY STEP MAY RESULT IN LOSS OF CREDIT OR FUNDING FOR THE CLASS.

**Student Signature/Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**