

## Registration checklist for tuition paying students – Summer 2024

Payment and enrollment forms are due **by 5:00 p.m. on June 12. Earlier is much better.**

### Form that confirms enrollment

- Tuition and Learning Support Agreement (T-LSA)

### Registration packet forms

- Media and Publicity Release Form
- Educational Use Agreement and Technical Support Release Form
- Permission and Release to Participate in Online Physical Education Class\*
- Permission and Release to Participate in Online Science Class\*

\*Please fill out these releases only if you are enrolled in a PE or Science class. We will keep the completed forms on file.

### Documents to read and save

- MNOHS Summer Pace Chart 2024

### Headset requirement

MNOHS asks students to have a headset with microphone and speaker that can be plugged into a computer. These do not have to be costly gaming or music headsets. Good quality communication headsets can be purchased for reasonable prices at most stores that carry computers.

### Information for paying tuition and submitting registration forms

Tuition must be paid in full before you can access your courses. If you have not yet paid, you can:

- Pay online (with or without a PayPal account) here: <https://mnohs.org/pay-summer-tuition-here/>
- Mail us a personal check, postmarked by June 5

Choose one of the methods below for returning your signed T-LSA form.

Email	Fax:	Postal Mail*:
<p>Please write the student's name and the words "Registration Packet" in the subject line.</p> <p><a href="mailto:studentrecords@mail.mnohs.org">studentrecords@mail.mnohs.org</a></p>	<p>Please write the student's name and the words "Registration Packet" in the subject line</p> <p>1-866-586-2870</p>	<p>Please write ATTN to the student's name and the words "Registration Packet"</p> <p>Minnesota Online High School PO Box 14385 St. Paul, MN 55114 --- 1863</p> <p>*Due to inconsistencies with the USPS, we recommend email/fax submission to ensure your student can begin on time.</p>

**Questions?** Contact Sarah Bayrd, Enrollment Manager, 1-800-764-8166 x137 or email [studentrecords@mail.mnohs.org](mailto:studentrecords@mail.mnohs.org).

**Thank you for choosing MNOHS for your Summer courses!**

## **INTRODUCTION AND INSTRUCTIONS**

The Minnesota Online High School **Summer Session** will run from June 12 to August 13, 2024. This document has two purposes:

- **Tuition** – To describe the cost of courses (which depends on type of enrollment), method of payment, as well as refund and withdrawal policies and procedures for tuition-paying students.
- **Learning Support Agreement (LSA)** - The LSA confirms that both teachers and students are taking their commitment to the courses seriously and making learning a priority.

### **Instructions:**

1. Read the Tuition information below.
2. Read the Learning Support Agreement (LSA).
3. Sign on page 5. (If you under 18, a parent/guardian must also sign.)

Your signature (and that of your parent/guardian) confirms that you have read the Learning Support Agreement, the MNOHS Handbook, and the MNOHS school policies. It also confirms that you accept the expectations and terms outlined in this document and you wish to enroll at MNOHS.

### **In particular, please note:**

1. It is recommended that you take no more than 2-3 semester courses during the summer.
2. Each semester course requires 10-15 hours of work per week.
3. New students are expected to complete the MNOHS Technology Orientation before beginning classes.
4. You are responsible for providing your own computer, Internet access, and headset.
5. MNOHS will provide access to all online textbooks and required software.
6. A refundable \$50 deposit is required for each print textbook or chemistry lab kit that you request. This deposit will be waived if you qualify for educational benefits.
7. You have until 6/18 to add a course to your schedule or to change a course. This is the add/change deadline.
8. You have until 6/26 to drop a course and receive a 'W' on your transcript. This is the drop deadline. Dropping courses after the drop/add date will likely result in a low grade (NC or possibly P) on your transcript. Colleges and employers often view a grade of W more positively than an NC as it shows you made a thoughtful choice to drop rather than just stopped engaging.
9. To add, change or drop a course, you must contact your MNOHS counselor by email.
10. Non-MNOHS students are responsible for confirming that the MNOHS credits you earn will transfer to your school. Please contact [studentrecords@mail.mnohs.org](mailto:studentrecords@mail.mnohs.org) if you need a written form to help facilitate this conversation with your school counselor or administrator.

If you are age 18 or older, we recommend permission to communicate with a parent or guardian about your enrollment and progress.

Thank you,

*The MNOHS Faculty and Staff*

## TUITION

- Summer tuition for non-MNOHS students is **\$400** for each semester course-
  - Tuition for students who have attended MNOHS, or who are joining MNOHS in Quarter 1 of next school year) is reduced to **\$300**
  - **MNOHS-only (comprehensive) students, you may be eligible for free tuition. Please check with your counselor first!**
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## REFUNDS

If you change your mind about taking a summer course, 100% is refundable until June 12. After June 12, there will be no refunds.

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**To confirm your enrollment at Minnesota Online High School, please complete the following by June 12 – earlier is much better:**

1. Read the MNOHS Handbook: <http://www.mnohs.org/policies>
  2. Complete the Tuition and Learning Support Agreement (T-LSA) below and e-mail, fax or mail it (postmarked by June 5) to MNOHS.
  3. Pay your tuition, if you haven't already.
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### **LEARNING SUPPORT AGREEMENT (LSA)**

This Agreement is designed to help you understand the expectations of Minnesota Online High School and to make your experience at MNOHS successful and satisfying. The MNOHS Handbook outlines mutually agreed upon requirements and expectations for students and for teachers and gives suggestions to parents / guardians about how to support their online learner. Before completing the next page, please refer to the MNOHS Handbook and school policies: <http://www.mnohs.org/policies>.

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I have read and understand the complete contents of the MNOHS Handbook. By signing on page 5, I agree to abide by them. In particular, I understand:

- that I must complete the MNOHS Technology Orientation prior to beginning my classes and not doing so may substantially affect my success as a MNOHS student;
  - that I am expected to work in **each Summer Session semester-length course** for 10-15 hours per week;
  - that my parent(s)/guardian(s) and I must use email to communicate with my teachers;
  - the drop date and how not participating in a course rather than officially withdrawing might affect my grade;
  - the meaning of acceptable/appropriate use and academic honesty, and the MNOHS policies regarding them;
  - that in certain courses, especially art, media arts, and science, I may need to provide a fully refundable deposit (waived if I qualify for educational benefits) or use my own equipment and materials to successfully complete learning activities;
  - that all MNOHS software is used for educational purposes and not for personal communication or personal gain.
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If you have any questions about any of the above statements, please contact MNOHS Executive Director Elissa Raffa: [e.raffa@mail.mnohs.org](mailto:e.raffa@mail.mnohs.org)

**Please sign the next page.**



SMALL CLASSES  
CREATIVE TEACHING  
CONNECTED LEARNING

## Summer Session Tuition and Learning Support Agreement (T-LSA) 2024

I have read and agree to the complete contents of the MNOHS Handbook and the MNOHS Learning Support Agreement. I understand that I will provide my own computer, Internet access and headset with a microphone. I want to confirm my application to MNOHS, and to continue with the enrollment and orientation process.

**Student:** \_\_\_\_\_  
(Signature) (Printed name)

**Have you attended MNOHS before?** \_\_YES NO (Tuition rates depend on your enrollment status. Please see p. 2 above.)

**Person paying:** \_\_\_\_\_  
(Signature) (Printed name)

**Address:** \_\_\_\_\_  
(Street) (City) (State and zip or country)

**Contact info:** \_\_\_\_\_  
(Parent e-mail) (Landline phone #) (Cell phone #)

**Date:** \_\_\_\_\_

**If you are not a full-time MNOHS student, where would you like your transcript sent?**

\_\_\_\_\_

Course Name	Credits	Amount
<b>Total Due</b>		
<input type="checkbox"/> I have paid via PayPal <input type="checkbox"/> A check for the total due is enclosed <input type="checkbox"/> I have contacted Sarah Bayrd, <a href="mailto:s.bayrd@mail.mnohs.org">s.bayrd@mail.mnohs.org</a> , to establish a payment plan		

**Note about IEPs and 504 Plans:** Please contact us immediately if you have an IEP or 504 plan so that we can contact your district about coordinating modification and services. Email our SpEd Coordinator at [m.greene@mail.mnohs.org](mailto:m.greene@mail.mnohs.org) or call 612-504-2184.

Please save a copy of this for your records. **Tuition and this form must be received by June 12 at 5:00 p.m. – earlier is much better.**



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**Media and Publicity Release Form**

**Student Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

*Minnesota Online High School (MNOHS) students are recognized throughout the school year for various academic and extracurricular accomplishments. With your/parental permission, the school acknowledges student achievements by sharing the news with the community via press releases in local newspapers, radio/television stations, and on the district/school website (to view the district website, go to [www.mnohs.org](http://www.mnohs.org)).*

Student work and/or achievements may include but are not limited to:

- Name and/or photograph of your student and/or your student's work
- Use of quotes and or interviews made by you and/or your student
- Slide, tape, video, and or computer---generated presentations which may incorporate photographs and clips of your student and/or your student's work

Minnesota Online High School may develop, participate in, or be the subject of media---based presentations and events that highlight various educational activities that take place during the course of the school year. These may include but are not limited to:

- Faculty and staff development activities
- Classroom activities/projects
- Parent programs
- Media festivals (local and state)
- Public relations / Radio / Newspaper articles / Television
- Open house events
- Minnesota Online High School website
- Site visits by accrediting and authorizing agencies

**Check ONE:**

YES, I hereby GIVE my permission to Minnesota Online High School to publish my student's photograph and identification, as well as to publish my student's work or presentations (examples above) in any of Minnesota Online High School's media---based productions for any of the above stated purposes.

I also grant to right to edit, use and reuse said products for non---profit purposes including use in print, on the Internet, and all other forms of media. I also hereby release Minnesota Online High School and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

NO, I hereby REFUSE to give Minnesota Online High School permission to publish my student's photograph, identification, and/or work in any of Minnesota Online High Schools media---based productions for the above stated purpose.

This Media and Publicity Release Form must be signed by the student (if 18 or older) or by the parent (if under 18). The Media and Publicity Release form can be reviewed and/or revised at any time by contacting the Enrollment Manager at 1---800---764---8166 x 137.

\_\_\_\_\_  
Student Signature (if 18 or older)

\_\_\_\_\_  
Parent or Guardian Signature (If student is under 18)

\_\_\_\_\_  
Date



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## Educational Use Agreement and Technical Support Release

The systems, equipment, software and technical support provided by MNOHS staff are provided to students for educational use during their enrollment at Minnesota Online High School (MNOHS). This document describes MNOHS policy about acceptable use of these resources.

**Instructions:** Please read the information below. Then complete and sign the form. “Undersigned” refers to the responsible person who signs the form).

**Acceptable Educational Use:** MNOHS provides access to its Learning Management System, its curriculum, selected external websites, and software (MNOHS systems) for students enrolled at MNOHS. By signing below, the undersigned acknowledges that any system, software, and equipment provided by MNOHS is solely for educational purposes and will not be used for personal use. By signing, the undersigned accepts full responsibility for the use of MNOHS-provided systems, software, and equipment. Also, they acknowledge that they read, understood and will comply with the Minnesota Online High School Acceptable Use Policy that is referenced below.

The undersigned agrees that the student may get expelled from MNOHS if they create or transmit content with MNOHS systems that is found unacceptable under section V, “Unacceptable Uses”, of the Minnesota Online High School Acceptable Use Policy. Please see Minnesota Online High School Acceptable Use Policy (524 System Access, Acceptable Use and Internet Safety Policy):

[http://www.mnohs.org/images/Files/Internet\\_AUP\\_Policy.pdf](http://www.mnohs.org/images/Files/Internet_AUP_Policy.pdf)

I acknowledge (for myself and on behalf of my student, if my student is under 18) that MNOHS staff will provide technical support for the use of MNOHS systems. This may include temporarily providing access and control of the student’s computer to MNOHS staff via MNOHS supplied or recommended software or through physical means.

**Indemnification:** By signing below, I agree to defend, indemnify and hold harmless MNOHS against any and all liability, costs, and damages (including attorneys’ fees) arising in connection with the student’s use of MNOHS systems. This includes any claims of infringement, and/or MNOHS’ provision of technical support to me and/or my student.

Student Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Responsible Person - *Parent / guardian or student 18 or older* (print):

\_\_\_\_\_

Signature of Responsible Person: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_



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## Permission and Release to Participate in Online Physical Education (PE) Class

**Instructions:** Please read this form and sign below. **MNOHS cannot enroll the student in a Physical Education (PE) class without this signed permission and release.**

The undersigned Parent(s) or Guardian(s) of \_\_\_\_\_ (“Student,” together with Parent(s) or Guardian(s), “We”), do hereby consent to Student’s voluntary participation in any Minnesota Online High School (“MNOHS”) online physical education class or activity related thereto (“PE Class”). We understand and agree that Student’s participation in PE Class is voluntary, and that such PE Class is virtual in nature and not directly supervised by a MNOHS teacher or other school official, as would be the case in a traditional physical education class located on site at a bricks---and---mortar school. We further understand and agree that Student’s participation in PE Class includes the risk of injury, and that it is not possible for MNOHS, its officers, directors, teachers, employees, agents or any other similarly situated person, and its successors and assigns, to guarantee or otherwise assure the safety of Student. We understand and agree to assume all risk and liability for any and all injuries or damages resulting from or relating to Student’s participation in PE Class. We further understand and agree that prior to Student enrolling in PE Class, Student and his/her Parent(s) or Guardian(s) will ask any questions or express any concerns about Student’s health in relation to PE Class to a MNOHS teacher or other school official. We understand and agree that Student must obtain a satisfactory physical from a licensed physician prior to Student’s participation in PE Class.

As evidenced by our signature(s) below, and in return for Student’s opportunity to participate in PE Class, the undersigned Student, Parent(s) or Guardian(s) do unconditionally release and forever discharge MNOHS, its officers, directors, teachers, employees, agents or any other similarly situated person, and its successors and assigns, from any and all past, present or future claims, defenses, demands, obligations, actions, causes of actions, rights, damages, costs, liabilities, expenses and compensation of any nature, whether for compensatory or punitive damages, court costs or attorneys’ fees and whether based in tort, contract, or other theory of recovery (collectively, the “Claims” and individually, a “Claim”), or any other Claim that Student, Parent(s) or Guardian(s), has had, now has or claims to have, now or as may hereafter arise from or relating to Student’s participation in PE Class, whether known or unknown, direct or indirect, foreseen or unforeseen, fixed or contingent, liquidated or unliquidated, as of the date hereof. In the event any Claim or action is asserted by Student, Parent(s) or Guardian(s), Student, Parent(s) or Guardian(s) understand and agree that this full release acts a total and complete bar to recovery or relief by Student, Parent(s) or Guardian(s) and Student, Parent(s) and Guardian(s) each agree to be jointly and severally liable for MNOHS’ reasonable attorneys’ fees and costs incurred to defend such Claim or action.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(If student is under 18)

Parent/Guardian Signature: \_\_\_\_\_  
(If student is under 18)



## Permission and Release to Participate in MNOHS Online Science Class

**Instructions:** Please read this form and sign below. **MNOHS cannot enroll the student in a Science Class without this signed permission and release.**

The undersigned Parent(s) or Guardian(s) of \_\_\_\_\_ (“Student,” together with Parent(s) or Guardian(s), “We”), do hereby consent to Student’s voluntary participation in any Minnesota Online High School (“MNOHS”) online science class or activity related thereto (“Science Class”). We understand and agree that Student’s participation in Science Class is voluntary, and that such Science Class is virtual in nature and not directly supervised by a MNOHS teacher or other school official, as would be the case in a traditional science class located on site at a bricks--and--mortar school. We further understand and agree that Student’s participation in Science Class includes the risk of injury, and that it is not possible for MNOHS, its officers, directors, teachers, employees, agents or any other similarly situated person, and its successors and assigns, to guarantee or otherwise assure the safety of Student. We understand and agree to assume all risk and liability for any and all injuries or damages resulting from or relating to Student’s participation in Science Class. We further understand and agree that prior to Student enrolling in Science Class, Student and his/her Parent(s) or Guardian(s) will review the Flinn Safety Contract- <https://www.flinnsci.com/api/library/download/80efae9513b548d6999c31d38ac36abe> - and will ask any questions or express any concerns about Student’s ability to follow these requirements to a MNOHS teacher or other school official.

As evidenced by our signature(s) below, and in return for Student’s opportunity to participate in Science Class, the undersigned Student, Parent(s) or Guardian(s) do unconditionally release and forever discharge MNOHS, its officers, directors, teachers, employees, agents or any other similarly situated person, and its successors and assigns, from any and all past, present or future claims, defenses, demands, obligations, actions, causes of actions, rights, damages, costs, liabilities, expenses and compensation of any nature, whether for compensatory or punitive damages, court costs or attorneys’ fees and whether based in tort, contract, or other theory of recovery (collectively, the “Claims” and individually, a “Claim”), or any other Claim that Student, Parent(s) or Guardian(s), has had, now has or claims to have, now or as may hereafter arise from or relating to Student’s participation in Science Class, whether known or unknown, direct or indirect, foreseen or unforeseen, fixed or contingent, liquidated or unliquidated, as of the date hereof. In the event any Claim or action is asserted by Student, Parent(s) or Guardian(s), Student, Parent(s) or Guardian(s) understand and agree that this full release acts a total and complete bar to recovery or relief by Student, Parent(s) or Guardian(s) and Student, Parent(s) and Guardian(s) each agree to be jointly and severally liable for MNOHS’ reasonable attorneys’ fees and costs incurred to defend such Claim or action.

Date: \_\_\_\_\_

Student Name (print): \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_  
(If student is under 18)

Parent/Guardian Signature: \_\_\_\_\_  
(If student is under 18)

## MNOHS Accelerated Pace Chart – Summer Session 2024

### What is the pace chart and why does MNOHS have one?

The pace chart shows students what to work on in courses, and maps out how you can stay on track for success. In most MNOHS courses, your learning activities and assignments are organized into weekly folders. Many courses are sixteen weeks (one semester) long and are broken into Part 1 (Weeks 1-8) and Part 2 (Weeks 1-8). Some courses are only eight weeks long.

The pace chart below will help you to know what you should be working on, depending on your course schedule and the date. **Students who follow the pace chart are successful as online learners!**

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### What does it mean that the summer pace chart is accelerated?

**Most students** who enroll for the Summer Session will complete one or more 16-week (semester) courses in only eight weeks.

- To accomplish this, you will complete two or more weekly folders in each course in each calendar week.
- Work on each MNOHS course for a minimum of **two hours each day** of Summer Session. If you have difficulty keeping this pace, let your course teacher(s) **and** MNOHS counselor know ASAP.
- Take the learning activities and assignments in order—and always speak to your teacher if you have a reason to skip an assignment.

**Some students** will be making up just a quarter of work (eight weeks) in eight weeks. If you want to work faster, you can complete your course sooner--or you can stick to the normal pace (about 5-7 hours per week) and still be done on time!

To be successful:

1. **Check your schedule in Infinite Campus** to make sure you know whether you are working on Part 1, Part 2 or both--for each course you are enrolled in. **Check with your teacher** if you have any questions.
  2. **Follow the pace chart below** and complete your learning activities on time. Note the “Start Date” and “End Date” columns for each course week. These dates let you know what you should be working on in your courses on any given day of the Summer Session.
  3. If you have difficulty keeping this pace, let your course teacher(s) **and** MNOHS counselor know ASAP.
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## What is the start date of each course week? What should I do?

In the Summer session, weekly folders are “unlocked” two at a time. You will be able to access new folders by 8:00 a.m. on each “Start Date” listed below. Here’s what you should do:

- **First scan all the assignments in two folders** and also check the course syllabus. That way you can prepare for longer assignments and make sure you understand what’s expected of you.
  - Work on each MNOHS course for a minimum of **two hours each day** of Summer Session. Don’t wait for the last day of the course week! Use your teacher’s feedback during the week to improve your understanding, your work, and your grade.
  - **Ask questions!** The Start Date is a great time to address any questions you might have about your assignments.
  - Every course week includes a weekend. This gives you the opportunity to plan your work according to your schedule. MNOHS teachers are not required to be online over the weekend, although some will be. This is another good reason to ask your questions early!
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## What is the end date of each course week?

The end date is **not** the “due date”! **Please submit each assignment as soon as you complete it** so that your teacher can confirm that you are on track. The sooner you submit your work, the sooner you can receive feedback from your teacher and revise your work if needed.

In most course weeks, you will complete all these steps by the end date: completing assignments, submitting assignments, receiving feedback from your teacher, and revising and resubmitting your work if needed.

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## What if I can’t stay on pace?

Check the Getting Started folder in each of your courses to see if your teacher has a late work policy. Please make sure you understand the policy and check with your teacher if you know you will be late with an assignment.

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## What are the Orientation and Workshop days at the beginning of Summer Session?

- Day 1 is an orientation day, **only** required for students new to MNOHS this summer. Log in to complete the MNOHS Technology Orientation so you know your computer is 100% ready to go. You will also log in to the Student Activities course to complete learning activities that will help you to succeed in your MNOHS courses.
- Day 2 is a workshop day, for **all** students.

## MNOHS Accelerated Pace Chart – Summer Session 2024

Remember, it is important to take the weekly folders and the assignments within each folder in order—unless your teacher advises you to skip assignments. If you must miss school, please contact your teacher ASAP for help getting caught up.

Start date	End date	Folder you should complete and number of hours/day you should work for eight weeks				
		If you are working on Parts 1 and 2 (semester course) 2 hours/day	If you are working on Part 1 only 1 hour/day	If you are working on Part 2 only 1 hour/day	If you are working on a full-year A/B course sequence 4 hours/day	
Wed 6/12	Wed 6/12	Summer Orientation Day ( <b>New students only</b> )				Log into the Your Activities course to find what you need to do.
Thu 6/13	Thu 6/13	Summer Workshop Day ( <b>All students</b> )				Log into the Your Activities course to find what you need to do.
Fri 6/14	Fri 6/21	Part 1 Getting Started Weeks 1 & 2	Getting Started Part 1, Week 1	Getting Started Part 2, Week 1	A Part 1 Getting Started Weeks 1-4	If you are new to a course see the “Getting Started” folder. Tue 6/18 is the <b>course add deadline</b> . Wed 6/19 is the Juneteenth holiday.
Mon 6/24	Sun 6/30	Part 1 Weeks 3 & 4	Part 1, Week 2	Part 2, Week 2	A Part 1 Weeks 5-8	Wed 6/26 is the <b>course drop deadline</b> .
Mon 7/1	Tue 7/9	Part 1 Weeks 5 & 6	Part 1, Week 3	Part 2, Week 3	A Part 2 Weeks 1-4	7/4 and 7/5 are holidays. You may work on your courses, but teachers are not required to be online.
Wed 7/10	Tue 7/16	Part 1 Weeks 7 & 8	Part 1, Week 4	Part 2, Week 4	A Part 2 Weeks 5-8	
Wed 7/17	Tue 7/23	Part 2 Weeks 1 & 2	Part 1, Week 5	Part 2, Week 5	B Part 1 Getting Started Weeks 1-4	
Wed 7/24	Tue 7/30	Part 2 Weeks 3 & 4	Part 1, Week 6	Part 2, Week 6	B Part 1 Weeks 5-8	
Wed 7/31	Tue 8/6	Part 2 Weeks 5 & 6	Part 1, Week 7	Part 2, Week 7	B Part 2 Weeks 1-4	
Wed 8/7	Tue 8/13	Part 2 Weeks 7 and 8	Part 1, Week 8	Part 2, Week 8	B Part 2 Weeks 5-8	<b>Last day of summer session</b> is Tuesday 8/13. Students are given through 11:59 p.m. to submit their assignments.