



## Secondary Student Waiver for Independent Correspondence in Elementary Schools

The school board has granted permission for \_\_\_\_\_  
to attend \_\_\_\_\_ as a secondary student taking independent study coursework  
under the following guidelines:

1. Students must be enrolled in an accredited online and/or correspondence program approved by the Michigan Conference. The student must be enrolled in a Michigan Conference approved Seventh-day Adventist Bible class.
2. Application to the online/correspondence school needs to take place in a timely manner to allow time for student testing and for receiving the needed textbooks and materials. A secondary student will not be able to work at the school until materials are in place.
3. The parents will be responsible for developing a schedule to keep the student current in his or her work.
4. The school will provide a space and environment where independent study can take place.
5. The teacher shall not have responsibility for direct instruction and assumes no responsibility for the quality or completion of the student's work. The teacher is under no obligation or expectation to answer questions or provide assistance to the student.
6. The teacher and the school board will determine which elementary school activities the secondary student will be allowed to take part in (such as worship, recess, field trips, school programs, etc).
7. The student is under the authority of the teacher and will be expected to follow classroom rules, procedures, and state laws. Disruptive students will not be allowed to continue in this program.
8. If a computer is used by the student at the school, the student must sign and follow the *Computer Acceptable Use Policy* of the school. However, the teacher is not liable for misuse of this policy by the student.
9. There will be a fee of \_\_\_\_\_ per month for participating in this program. The school board has set this service fee after considering expenses such as student accident insurance, supervision, utilities, computer use, etc.
10. No credits will be granted by the school, the Michigan Conference, or Lake Union Conference. Acceptance of credits or coursework completed under this arrangement will be at the sole discretion of the institution to which the student is later applying.

I/we agree to the guidelines as stated above.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Please submit a signed copy of this form to the Michigan Conference Office of Education.**



# Secondary Student Independent Correspondence Request

Name of School \_\_\_\_\_

Name of Supervising Teacher \_\_\_\_\_

Name(s) of student(s) participating in Independent Correspondence Program \_\_\_\_\_

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Total number of secondary students \_\_\_\_\_

Grades to be in the same classroom with secondary student(s) \_\_\_\_\_

Is this the first year of having a secondary independent correspondence program?    Yes                      No

What monthly fee will be charged per student for participating in this program? \_\_\_\_\_

Registration Fee \_\_\_\_\_

What online and/or correspondence program will be used?    ASPIRE ACADEMY                      GRIGGS

Will the student be enrolled full-time in the correspondence program?    Yes                      No

If no, please explain: \_\_\_\_\_

**Voted School Board Action** to request an independent study program for this secondary student(s):

\_\_\_\_\_

Date of School Board Action \_\_\_\_\_

Signature of School Board Chair \_\_\_\_\_

Signature of Principal \_\_\_\_\_

**Please submit a signed copy of this form to the Michigan Conference Office of Education by required deadline.**

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This request has been:

Approved

Denied

Superintendent \_\_\_\_\_ Date \_\_\_\_\_