

## Student Registration Counselor Instructions:

- [Verify a Student Course Request](#)
- [Verify a Student Drop Request](#)

### Counselor – How to verify a student's online course request:

Counselor will receive an email notification of a student's intent to enroll and instructions on how to verify the student's course request.

#### Online Course Registration Notification

{Student} has requested to enroll in online American Sign Language I through the Infinity Online program.

Minnesota State Statute 124D.09 requires online programs to notify and obtain school district verification of the course(s) the student has elected to register for, and whether they meet the guidelines set forth in statute for supplemental online course enrollment. Test-Jo's primary guardian has also been notified of the registration request.

By verifying this request, I acknowledge that I have reviewed the [online course syllabus](#) and the course(s) verified meet the enrolling district's graduation requirements.

By selecting the link below, I am submitting my secure digital signature.


[Click here](#) to review the request and complete the approval process.

This link will expire after 10 days. Please reach out to Infinity Online if you are unable to complete the approval process for any reason.

If you have any questions, please contact the Infinity Online helpdesk at 800-624-4072, ext. 8001 or email [helpdesk@mninfinity.org](mailto:helpdesk@mninfinity.org).

## Complete the Approval Form

- Click “Verify” to indicate your verification of the student’s request to enroll in an online course.
- Click “Not Verified” to indicate you are unable to verify the student’s request to enroll in an online course and will provide a reason as to why this was denied.



D2 LOGIN CALENDAR COURSES ENROLL HOW IT WORKS ABOUT MEMBERS CONTACT

### Add Course Approval Required

Student Name: Rory McIlroy  
Course: American Sign Language I - A  
Start Date: 9/14/2020  
Completion Date: 1/15/2021  
Credits: 0.5  
Student MARSS Number:

**Step 1. Enter in the MARSS Number**

**Step 2. Identify which funding situation this online course request meets**

**Check one of the following:**

- PH: The student is a private or home schooled student and will pay tuition for which they will be billed
- SU: The student is a public school student and this course will substitute for a class period in their regular schedule
- TU: The student is a public school student and this course is being taken in addition to a full load at school and agrees to pay the tuition
- IS: The student meets the criteria for at-risk graduation incentives and will take the course IN ADDITION TO A FULL SCHEDULE at school through independent Study

**Check one of the following:**

- Accepts credits based on MN Statue 124D.095
- Enrolling district waives 50% online learning credit limit.
- A separate agreement has been made for exceeding 50% registration limit between the OLL provider and the enrolling district.

**Check one of the following:**

- The student has notified the enrolling district before the midpoint of the current term.
- The student has NOT notified the enrolling district before the midpoint of the current term, but we have elected to waive this requirement
- The student has NOT notified our district before the midpoint of the current term, and the student is responsible for the paying of tuition

**Check if Applies:**

- The student has an active IEP on file
- The student has an active 504 on file
- The student is receiving ELL services

Special Education Manager Name:

Special Education Manager Email Address:

Special Education Manager Phone:

**Step 3. If the course request is less than 50% of their overall total # of courses, choose option 1.**

If course request is greater than 50%, the district can choose to waive the 50% limit and still allow the student to take the course (option 2). If they do not wish to waive this limit, the course request should be “not verified”.

Option 3 is rarely applicable and is only when a special arrangement needs to be made.

**Step 4. Identify whether the student has notified the district prior to midsemester of their intent to enroll in an online course. Statute allows students to enroll up to midsemester.**

**Step 5. Fill in this section only if the student has an active IEP, 504, or is receiving ELL. If yes, please enter the applicable case manager information.**

**Verify and Submit:**

By selecting a response below, I am submitting my secure digital signature.

After the requested course(s) are affirmed online by the parent and verified online by the counselor, INFINITY Online will enroll the student in the course. The student, parent, and counselor will all be sent an automatic email confirming the student's enrollment into the requested course is complete.

Several weeks prior to the start of the online term, students will receive an email with login instructions on how to get started with their online course.

### Counselor – How to verify a student's online drop request:

Counselor will receive an email notification of their student's intent to drop their online course and instructions on how to verify the student's drop request.

- Click "Verify" to indicate your verification of the student's wish to drop their online course.
- Click "Not Verified" to indicate you wish the student to remain in their online course.

#### Drop Course Approval Required

Student Name: Rory McIlroy

Course: American Sign Language I - A

Start Date: 9/14/2020

Completion Date: 1/15/2021

Credits: 0.5

**Verify and Submit:**  
By selecting a response below, I am submitting my secure digital signature.