



Utah Online School K-12 Placement Handout

➤ **Are You Prepared? Technical Requirements**

- High Speed Internet
- Email (daily)
- Phone

➤ **Are You Ready? Enrollment Checklist**

- I have registered online.

- I have submitted the documents.
 - Birth Certificate – (copy)
 - Proof of Residency – (city utility bill...)
 - Immunization Records – (or exemption form)
 - Special Education Records **IF APPLICABLE** (IEP/504 Plan)
 - I have emailed my teacher if applicable.

Utah Online School K-12

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Attention: Brooke Brown

- I have looked at the courses available.
[Utah Online K-8 Courses](#)
 - Select 1 or 2 Courses

- I have read the UOS Handbook.
[Utah Online School Handbook 2017-2018](#)

- I am ready to commit to the P.A.C.
 - Progress:** I will diligently mark my student's continual progress on the OLS.

 - Attendance:** I will diligently mark the OLS attendance and reach at least 180 days by May 24th, 2018.

 - Communicate:** I will communicate with my assigned teacher on a weekly and monthly basis.

➤ **What Should You Do NOW?**

Complete these steps

- Submit ALL your documents
- Email your teacher if your student has an IEP or 504 Plan
- Check the course options
- Read the UOS Handbook
- Commit to the P.A.C.

EMAIL your Teacher that you are Ready to Go!

Select Courses

- Placement teacher calls you
- Decide on the courses to order
- Receive email with courses and P.A.C.
- Reply to the email indicating approval
- Sit back and relax – **DONE!**

➤ **How Do You Start School?**

RECEIVE MATERIALS

- Curriculum should ship in July (2-4 wks)
- Shipping address changes – aeiting@utahonline.org

SETUP OLS

- OLS (OnLine School) turns on August 1st
- Same username and password as registering
- K12 company will email your registration ID
- Available until June 2018 (unless withdrawn)

ATTEND ORIENTATION

- Available starting in July
- Online training for OLS

START COURSES

- May start as soon as materials arrive and/or OLS is on
- Official first day of school - August 14th, 2017

➤ **Contact your teacher if you have any questions.**

- Reply to the contact email