



Letter of Agreement

Central Indiana Educational Service Center provides online classes to high school students through the Indiana Online Academy. The following points clarify the mission of the IOA program in providing an alternative option of quality instruction for high school students.

- Classes are developed and taught by highly qualified Indiana licensed teachers. The content of each class meets and exceeds the Indiana State Standards for each subject area and is equal to 1 (one) high school credit.
- IOA provides classes for scheduling challenges, credit recovery, advanced placement, and homebound students on a monthly enrollment basis throughout the year. Students are given 16 weeks to complete the class.
- IOA provides a cost effective Summer School option. The flexible schedule works great for students traveling, participating in band or athletic camps! Students are given 8 weeks to complete the summer school class.
- The student completes the online registration. Notification is e-mailed directly to the school of the enrollee's designated Guidance Counselor for approval before enrollment occurs.
- The course instructor guides the student through the course with weekly personal contact by telephone, text and/or e-mail communication.
- Final Exams are computer based and proctored by the student's school of enrollment upon the completion of the student's course work.
- Final grades are emailed directly to the student, parent and the designated Guidance Counselor.
- The online learning environment allows for many of the IEP accommodation requirements such as extra time on tasks, extra time on exams and modification to the assignments. With individualized learning paths, teachers and students are able to focus more effectively, enhancing the student's ability to learn at their own pace. The school should consider the student's IEP and the support the student will require before enrollment in an IOA class. The school will be responsible for the student's face-to-face accommodation requirements and provide IOA with a brief explanation of the student's IEP.
- The district will communicate to CIESC the payment arrangements with regard to who is responsible for the expense of the course. For the student's convenience, credit card payment option is available online along with the online registration as well as the option to make payment by mailing a check. ***The Public School tuition is \$275.00 per student, per class unless otherwise negotiated. The Private School tuition is \$295 per student, per class unless otherwise negotiated.***

The parties to this Agreement are:

Indiana Online Academy (IOA) an initiative of
Central Indiana Educational Service Center (CIESC)
6321 LaPas Trail, Suite 200 Indianapolis, Indiana 46268
And (high school name and district)

Address/Telephone:

This Agreement signifies the acceptance of the following terms and obligations on the district or schools behalf:

1. The student will be awarded credit by the school of enrollment.
2. A list of the Guidance Counselor’s name(s) and e-mail(s) will be provided to the IOA administrator for coordination of correspondence.
3. The Guidance Director is responsible for acting as a liaison in organizing supervised computer-based final examinations on specified dates.
4. The school agrees to support their student’s IEP accommodations.
5. The school agrees to provide students with information regarding the IOA program.

IOA /CIESC agree to:

1. Develop and facilitate all Indiana Online Academy classes.
2. Support, promote and implement the process of the IOA classes.
3. Provide communication, progress reports and final grades to the Guidance Counselors, parents and students.
4. Collect payment(s) for classes taken either directly from the student or participating school district based on payment decisions made by the district. Public school tuition is \$275 per student, per class unless otherwise negotiated. Private school tuition is \$295 per student, per class unless otherwise negotiated.

The audio-visual and printed materials provided with Indiana Online Academy are the proprietary intellectual property of CIESC. These materials may not be copied, reprinted, reproduced or modified without the prior consent of the CIESC. The Indiana Online Academy classes include forms, worksheets, and other documents that can be downloaded from the web site. Downloading and copying of documents and materials are permitted for the sole use of students of subscribing schools or districts.

*****Please check which option applies to the school.**

- We are a Private School – Tuition will be \$295 per student, per class.**
- We are a Public School – Tuition will be \$275 per student, per class.**

School will pay for student

Student will pay

Central Indiana Educational Service Center

By: *Mary Ann Dewan*

By: _____

Printed: Dr. Mary Ann Dewan

Printed: _____

Title: Executive Director

Title: _____

Date: _____