

## Partnership Agreement

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

- Courses are developed and taught by highly qualified Indiana licensed teachers. The content of each course meets the Indiana State Standards for each subject area and is equal to 1 (one) high school credit.
- Indiana Online provides courses for scheduling challenges, advanced placement, and homebound students on a monthly enrollment basis throughout the year. Students are given 16 weeks to complete the course during the school year.
- Indiana Online provides a cost-effective Summer School option. The flexible schedule works great for students traveling, participating in band or athletic camps! Students are given 7 weeks to complete the summer school course.
- The student completes the online registration. Notification is e-mailed directly to 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 skype, 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 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, a credit card payment option is available, as well as the option to make a payment by mailing a check.  
***The Public-School tuition is \$275.00 per student, per course unless otherwise negotiated. The Private School tuition is \$295 per student, per course unless otherwise negotiated.***
- *This Agreement shall be valid for three full school years. If signed within a school year, this agreement will be valid for that remaining school year and the two school years immediately following. Separate Summer School agreements will be signed before every summer session.*

The parties to this Agreement are:

**Indiana Online**  
**Central Indiana Educational Service Center (CIESC)**  
**3500 DePauw Blvd. Pyramid Two, Suite 2020 Indianapolis, IN 46268**

And

School Name: \_\_\_\_\_

District Name: \_\_\_\_\_

**This Agreement signifies the acceptance of the following terms and obligations on the district or school's 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 Indiana Online 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 Indiana Online program.

**Indiana Online /CIESC agree to:**

1. Develop and facilitate all Indiana Online courses.
2. Support, promote and implement the process of the Indiana Online courses.
3. Provide communication, progress reports and final grades to the Guidance Counselors, parents and students.
4. Collect payment(s) for courses 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 courses unless otherwise negotiated. Private school tuition is \$295 per student, per course, per semester, unless otherwise negotiated.

The audio-visual and printed materials provided with Indiana Online are the proprietary intellectual property of CIESC. These materials may not be copied, reprinted, reproduced or modified without the prior consent of the CIESC. Indiana Online courses 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.

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## Partnership Agreement Financial Information

**\*\*\*Please check which option applies to your school.**

\_\_\_\_\_ **We are a Private School – Tuition will be \$295 per student, per course.**

\_\_\_\_\_ **We are a Public School – Tuition will be \$275 per student, per course.**

### **Billing Information:**

*Please Select:*

\_\_\_\_\_ Students will generally self-pay

\_\_\_\_\_ School/District will generally pay for students

*(School Billing Form for any students being paid by the school must be submitted each session)*

*Please Select (School/District Pay Only):*

\_\_\_\_\_ Please bill the district for School Paid students *(If this is selected, the Superintendent must sign)*

\_\_\_\_\_ Please bill the school for School Paid students *(If this is selected, the Principal or Superintendent may sign)*

Please provide the information of the person who should receive the Indiana Online invoice:

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

Title: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

**Please return to Christine Derda, Business & Accounts Manager, by Fax, Mail, or Email  
Fax: 317-489-0328 | Email: cderda@indianaonline.org**

*Central Indiana Educational Service Center*

Signature: *Ronda Eshleman*

Printed: Ronda Eshleman

Title: Executive Director

School: \_\_\_\_\_

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

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Indiana Online Use Only:

Effective School Year: \_\_\_\_\_ Expires After: \_\_\_\_\_



Please provide a list of the Guidance Counselors and their e-mail addresses; as well as where to send an invoice and to whom. The Counselor's names are listed on the registration site for the students to select their specific counselor. The system will then e-mail the counselor requesting approval as well as providing access to the student's progress, grades, final exam information and transcripts. Please return this information along with the Letter of Agreement.

**High School Name:**

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**School Address:**

<b>Counselor Name</b>	<b>Counselor E-Mail</b>	<b>Counselor Telephone Number</b>
<b>Name to send invoice/billing to if needed</b>	<b>Address</b>	<b>Phone</b>