

School District Online Learning School Notification Form

This form can be used to meet the notification requirement to establish or discontinue a district online learning school pursuant to Ohio Revised Code section 3302.42.

FOR ESTABLISHING AN ONLINE LEARNING SCHOOL:

A district is required to do all the following to establish an online learning school:

- Assign all students engaged in online learning to a single school which the Ohio Department of Education and Workforce will designate as a district online school;
- Provide all students engaged in online learning a computer, at no cost, for instructional use, with a filtering device or filtering software that protects against internet access to materials that are obscene or harmful to juveniles;
- Provide all students engaged in online learning access to the internet, at no cost, for instructional use;
- Provide a comprehensive orientation for students and their parents or guardians prior to enrollment.
- Implement a learning management system that tracks the time students participate in online learning activities; and
- Document off-line student learning activities with all participation records checked and approved by the teacher of record.

FOR CLOSING AN ONLINE LEARNING SCHOOL:

Once the final school year of operation is completed, the district shall:

- Withdraw all students from the online school and transfer them to the other buildings operated by the district based on the local rules used by the district to determine each student's building of attendance; and
- The district OEDS administrator shall submit a request in the OEDS application tool to close the district online school.

Questions regarding online learning schools may be sent to onlinelearning@education.ohio.gov. To notify the Department of a district's intent to open an online learning school or close an online learning school, submit this completed form to onlinelearning@education.ohio.gov by July 1 prior to the school year it is effective.

CHECK THE APPROPRIATE BOXES:

Establish an Online Learning School

Close an Online Learning School

School Year: _____

District: _____ District IRN: _____

County: _____

Superintendent Name: _____

Superintendent Signature: _____ Date: _____

Email: _____ Phone: _____