Please read and sign your part of this form. All signatures are required in order to enroll a senior student who plans to graduate in the spring or summer term. This form must accompany each prospective graduate’s application.

**Student Name**

(Please print legibly.)

**Student’s High School**

**Student and Parent/Guardian:** Read, initial, and sign this portion of the form.

**School Deadline:** My school’s deadline for receiving the grade for the course(s) in which I am enrolling: __________.

**Completion Date:** I will complete all course requirements, including taking both exams, no later than __________.

**Student**  **Parent**

___ I have read the *High School Bulletin and Student Handbook*. I am familiar with the course policies, and I agree to comply with them.

___ I will plan my course completion with care, being mindful of my school deadline. LSU IDL will accept a maximum of two lessons in any seven-day period. In the month of July only we will accept three lessons in a seven-day period.

___ I will complete my lessons and exams with absolute academic honesty in every regard.

___ I will make a copy of every lesson I send to LSU IDL.

___ I will be careful in preparing my lessons for mailing, making sure each lesson is sent with the correct barcode label and completed cover sheet, and that computer-graded answer sheet headings are filled in correctly, to avoid delays and errors in processing.

___ After I send a lesson, I will check my submission record on the LSU IDL website daily to verify that my lesson has been posted as received. I will inform LSU IDL of any lesson that is not posted as received within three business days after mailing.

___ If a lesson is not received, I will send a copy of the lesson to LSU IDL, which will be posted on the date the copy is received in the IDL office.

___ If I report to IDL that multiple weeks of lessons have not been posted, I understand that missing lessons will need to be submitted according to the two-lessons-per-seven-days rule. Lessons cannot be backdated and missed weeks cannot be made up.

___ I know it may take up to three weeks for a lesson to be returned to me with a grade.

___ I know that if I submit incomplete lessons, lessons with insufficient effort, or blank or almost-blank paper, my course completion will be delayed. All lessons must be complete to be eligible for exams. Incomplete lessons must be completed and resubmitted.

___ I know that no graded lesson may be resubmitted for a higher grade.

___ I will plan my exam appointment with care. If I qualify for a disability accommodation, I will request it before taking the exam.

___ I will prepare well for my exams, and I understand that I must pass the final exam for an opportunity to pass the course, regardless of the grades I earn on my lessons.

___ Exams may be taken only once. Retakes are not permitted for any reason, including not requesting appropriate disability accommodations.

___ As the student’s parent/guardian, I will monitor my student’s progress toward course completion, making sure lessons and exams are completed in a timely manner, consistent with the school’s deadline and IDL policy.

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<th>Parent or Guardian Signature</th>
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**Guidance Counselor or Principal:** Read, initial, and sign this portion of the form.

___ The student was given a complete copy of the *High School Bulletin and Student Handbook*.

___ The student was provided with the date by which a grade in the course is required and that date is written above.

___ The student was counseled with regard to the consequences of not completing coursework, including exams, no later than 3 weeks prior to the school’s deadline to receive grades.

___ The student was counseled that LSU IDL rules apply to all students, and that no exceptions will be made.

___ The student was counseled with regard to eligibility for disability accommodations, and that an exam may not be retaken if he or she takes the exam without the appropriate accommodations.

___ The student’s record indicates he or she is reasonably academically capable of successfully completing LSU IDL coursework. The parents are aware that distance learning courses are demanding and that not all students are successful with the LSU IDL learning experience.

___ I will contact LSU IDL if I have any problems with or questions about checking this student’s record using the Counselor’s page on the IDL Web site.

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<th>Counselor or Principal Signature</th>
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