

School Counselor Checklist for Online Course 21f Enrollments

The list below represents a sample set of action items school counselors may want to consider as part of a planning checklist to manage student participation in online courses.

- Review results of online learning readiness rubric with student/parents.
- Identify specific areas where student may need additional support to ensure success.
- Counsel/assist student with online course selection process.
- Ensure student meets the specific online course prerequisites.
- Provide student with basic orientation to online learning.
- Share demo of online course (if available) with student/parents.
- Secure parental consent for online course enrollment.
- Secure signed student agreement form that outlines expectations for online learners.
- Assign mentor and arrange for initial meeting with student.
- Determine student schedule for daily online course activity.
- Determine primary and secondary locations where student will access online course(s).
- Complete student course schedule in the district's student information system with online course title.
- Take necessary steps to ensure the student is enrolled in the online course.
- Establish preferred method of communication with parent/legal guardian.
- Determine the level of access the student has to technology and Internet connection at home.
- Discuss and agree upon the consequences for the student if he/she is unsuccessful in completing the course.
- Determine how and when course completion is recorded in the student's academic record.
- Establish paths for assistance with challenges in technology.
- Review student IEP if applicable, and identify student accommodations if appropriate.