

[Date]

Dear School Personnel,

The Michigan Legislature took action in 2013 to expand student access to digital learning options through Section 21f of the State School Aid Act. As a result, students enrolled in a public local district or public school academy in grades 6-12 are eligible to enroll in up to two online courses during an academic term – or more if parents, students, and school leadership agree that more than two are in the best interest of the child. Michigan is the seventh state in the U.S. to enable statewide choice at the course level through online learning options.

Students may select online courses from our local district catalog [website address], or from the statewide catalog of online course titles available at <https://micourses.org/>. We are developing guidelines and procedures to accommodate student/parent requests to take online courses. We are excited about this opportunity, but equally cautious given the amount of media hype and misperceptions associated with online learning, especially from students.

To help you prepare for advising students who may be considering online options and determine if they have the characteristics to be successful learning online, we recommend you look at the *Parent Guide to Online Learning* at http://media.mivu.org/institute/pdf/parent_guide_2013.pdf. In this Guide you will find a checklist for what to do before a student enrolls, advice about the necessary support to help ensure student success, and an online learner readiness rubric.

With the help of school counselors and building administrators, students will be able to enroll in courses that both fit his or her interests and meet graduation requirements.

Please direct your questions related to online courses to _____. He/she will be able to explain the process being used by [School Name] to implement the new policies that expand online learning options for students.

Sincerely,

[Name]

[Title]