



Enrollment Form

Enrollment Form Instructions:

Open the Enrollment form and Fill in all applicable fields.

Provide previous school information only if you have previously attended high school, or if you intend to transfer credits earned through PCI back to your local high school.

Save a copy of the completed form to your desktop.

This document must be saved after completing the fields, otherwise your information will be lost.

Return it to Park City Independent

Ensure that all fields have been completed and saved, then return the form to PCI using one of the following methods;

Email:

enroll@iinstructor.net

Fax:

(866) 436-0244

Postal Mail:

*Park City Independent: ENROLL
1815 S. State St. Suite 300
Orem, UT 84097*

Student Information			
First Name	Middle Name	Last Name	
Street Address		Date of Birth	Grade Level
City	State	Zip	Home Phone Number
E-mail		Cell Phone Number	

Mother/Guardian Information			
First Name	Last Name	Home Phone Number	
Street Address (if different from student)		Cell Phone Number	
City	State	Zip	E-Mail

Father/Guardian Information			
First Name	Last Name	Home Phone Number	
Street Address (if different from student)		Cell Phone Number	
City	State	Zip	E-Mail

Previous School Information			
School Name		School Phone Number	
Street Address		School Fax Number	
City	State	Zip	Counselor/Advisor Name

School Name		School Phone Number	
Street Address		School Fax Number	
City	State	Zip	Counselor/Advisor Name

School Name		School Phone Number	
Street Address		School Fax Number	
City	State	Zip	Counselor/Advisor Name

Academic Goals	
<p>My Academic Plan Is To:</p> <p>Graduate Through Park City Independent</p> <p>Transfer Credits To My Current High School</p> <p>I'm Not Sure</p>	<p>My post high school plans are:</p> <p>College/University</p> <p>Workforce</p> <p>Military</p> <p>Other: _____</p>
<p>Do you have an Individualized Education Plan?</p> <p>Yes (if yes, please attach) No</p>	

Park City Independent Mission Statement

We will engage and support motivated independent learners in standards-based curriculum, through our virtual classroom, available at anytime, from any place, at a flexible and personalized pace.

"We are creating the future of the Teacher-Student Experience."

Academic Standards and Policies

Park City Independent strives to maintain the highest academic standards. Students are thus expected to demonstrate an intrinsic desire for academic success. Students who take full advantage of the opportunities offered at the school, will effectively enlarge their intellect, build their character, and find success in their future endeavors.

We admit students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities at Park City Independent and we do not discriminate on the basis of race, color, national or ethnic background in the administration of any of our programs.

Honor Code of Conduct

Purpose of the Honor Code

Park City Independent is a school based on the foundation of courtesy and respect for each student and instructor. Our honor code is designed to foster and encourage the highest standards of honor, integrity, and morality.

Students accepted in our program must commit to abiding by the Honor Code. Compliance with these rules and policies will ensure that students learn in an environment free of harassment, negative attitudes, and offensive actions.

Etiquette Standards

Communication between students and instructors is achieved through various ways, including Phone Calls, Live Chat, E-mail, and Web Conference. Inappropriate communication of any kind is strictly prohibited. Vulgar, profane, insulting or derogatory comments will NOT be tolerated. All communication between instructors and students must be professional and respectful. In the event that the student is found in violation of this rule, the parent/guardian will be notified and appropriate disciplinary action will be taken.

Academic Integrity

Academic integrity is expected on all courses, assignments and activities. Violations of academic integrity include plagiarism, cheating, fabrication or falsification of information submitted on projects, assignments, papers, or exams. Infractions of this policy will not be tolerated and will be dealt with on an individual basis. The penalties for plagiarism and cheating are as follows:

- **1st Offense:** Student receives a warning and the assignment is reset
- **2nd Offense:** Student automatically fails the assignment with no chance to redo
- **All Successive Offenses:** Student automatically fails the course

After each offense, the parent/guardian will be notified with a letter sent via email. A follow-up phone call to discuss any questions or concerns may take place. Each offense is per student, not per course, and each student will only receive two warnings before the course is failed.

Students may not claim another person's work as his or her own, or use unauthorized materials to gain advantage during assignments or testing. Assessments and assignments are only constructive when they are based on a student's original work. Only original work is useful to both the student and the educators. Avoid academic dishonesty and misconduct in all its forms.

Situations of Suspension or Expulsion

In the event that suspension or expulsion is necessary under school policies, tuition fees are not refundable. PCI makes every effort to work with students regarding policy violations. A suspension or expulsion from Park City Independent will only occur under extreme circumstances, and only after the student has been given fair warning.

Inappropriate Internet Activities

Park City Independent does not condone, nor is responsible for any inappropriate use of the internet.

Appeal Process

Appeal Process for Academic Action and Resolving Academic Grievance

Students receiving a grade, which they feel is unfair, may appeal the decision by submitting a letter of appeal to the Administration, requesting that the case be presented before the Academic Board. An Academic Board decision will be given within thirty (30) days.

Appeal Process for Suspension or Expulsion

In the event that a student is suspended or expelled and the student wishes to appeal the decision, a formal letter must be submitted to the school, outlining the student's desire to appeal, stating the reason for the appeal and any extenuating circumstances leading up to the suspension or expulsion. The submission of an appeal does not guarantee acceptance. All appeals will be reviewed on an individual basis.

Program Requirements

In order to access different aspects of our program, you must have the following:

- **A Computer:** Minimum operating system requirement – Windows XP. Recommended – Windows 7
- **Internet Access:** Minimum connection speed – 2.5 Mb/sec. Recommended – 6 Mb/sec or higher
- **Internet Browser:** Internet Explorer and Firefox
- Access to Scanner or Fax Machine (for certain classes only)
- Word Processing Program: All written Assignments must be submitted in a Microsoft Word Document format

The following plug-ins are required to access most courses:

- Adobe Flash Player
- Adobe Shockwave Player
- Adobe Reader
- Apple QuickTime Player
- Java

Grading Standards

Grading System

The following academic letter grades will be used: A, B, C, D, F. Plus' (+) or minus' (-) will be used, except in the case of A+ and F-. The letter grades D+, D, and D-, are not accepted as transfer credit unless approved by the Director of Park City Independent. Most courses have a one-year time frame for completion. If necessary, a sixty (60) day extension may be granted. It is the responsibility of the student to apply for an extension. Tuition will not be refunded for incomplete courses. There will be no rounding up, or down of any score, or grade issued from Park City Independent.

Calculating Your GPA

For the purpose of determining Grade Point Average (GPA), the following grade scale is used:

A	94-100	C	74-76.9
A-	90-93.9	C-	70-73.9
B+	87-89.9	D+	67-69.9
B	84-86.9	D	64-66.9
B-	80-83.9	D-	60-63.9
C+	77-79.9	F	0-59.9

Testing

Testing Proctors

Student progress is assessed throughout the year by quizzes, as well as mid-term and final exams. Testing will be conducted via an approved proctor. Tests may be administered electronically, or on paper.

Approved Proctors

All mid-term and final exams must be supervised by an approved proctor. The proctor must be submitted and approved by the school prior to supervising tests. Proctors are required to be certified instructors, work for a local library, or have a graduate degree. The proctor may not be related or a personal acquaintance of the student.

Standardized Testing

All students take a battery of basic skills tests annually. These tests assist parents in discovering

academic strengths and deficiencies. Test results administered through the school are kept in the student's file and a copy of the results is mailed to parents. It is the parent's responsibility to provide additional copies to state agencies. An official copy may be sent by the school at the request of the parent/guardian. The school suggests that ALL high school students take a practice ACT test twice yearly.

Student Records

Permanent Record

The school maintains a permanent record for each student which includes: subjects taken, grades or achievement evaluation and units of credit. When applicable, records concerning standardized test scores, health information, Individual Education Plans (IEP), and behavioral records will also be included. This record is confidential and open to parental inspection upon request. When students transfer out of the PCI, this record will be sent to the new school upon request by that school.

School Transcripts of Credit Earned

The school maintains a transcript of all classes attempted and completed through Park City Independent. Transcripts may also include credits transferred from other educational institutions. In order to receive a copy of the transcript, the student or parent/guardian must complete a transcript request form. The request will be filled within 5 to 7 days. Park City Independent is willing to provide five transcripts free of charge. For any additional transcripts, a minimal fee may be applied.

Repeating a Class

Student's who receive a failing grade in any course at Park City Independent, or from another high school, may retake the same class, or an equivalent, and receive the higher score as a permanent grade. Both grades will appear on the transcript and will be calculated towards the Grade Point Average (GPA).

Credit Transfer

Credits transferring from other institutions will be evaluated and accepted at the school's discretion. Generally, credit granted by schools accredited through Northwest Accreditation Commission, or equivalent regional accreditation associations, will be accepted. Park City Independent reserves the

right to deny the transfer of credits. Credit granted from other institutions or home school instruction may be accepted, but is subject to in-depth review and students will be asked to provide an outline of the topics covered and a report of the assignments and grades given. Students entering ninth grade must submit copies of Middle School report cards that may reflect credit granted.

Class Add or Drop

Students may enroll in as few or as many classes as they wish and may add or drop them at any time. Additional tuition fees may be required to add classes and no refunds are given for dropped classes after the initial thirty days of enrollment in Park City Independent.

High School Graduation

Graduation Requirements

Students must complete all course requirements as indicated on the Graduation Plan, linked off the Course Catalog page of the Park City Independent website. A total of 24 credit hours are required for graduation. Credits may be transferred from other regionally accredited institutions, but at least three (3) credits must be completed through PCI in order to receive a Park City Independent Diploma. The prospective graduate is responsible for providing records of all previously completed high school course work in the form of an official transcript. Although Park City Independent can request transcripts from the student's previous school, it is the responsibility of the student to ensure that those transcripts are received.

Graduation Application

Student's who believe they are prepared for graduation, are required to undergo an Academic Review process. The review will determine if the student has completed all of the necessary graduation requirements. To begin this process, a Graduation Application must be submitted. The submittal of a Graduation Application does not certify that the student will be cleared for graduation. If the review proves that additional credits are needed, the student must complete them before being able to graduate. If graduation is denied, the student will be notified in writing and the results of the Academic Review will be made available.

Standards for the State of Utah

High School graduation requirements meet the requirements of the Utah State Board of Education. These requirements ensure that all graduating students are prepared to apply to the college or university of their choice.

Students With Disabilities

Students with any disability, which may impair his or her ability to successfully complete a course, should contact Park City Independent offices. Academic accommodations are granted for all students who have qualified, documented disabilities, and are determined on an individual basis.

Student Withdrawal

30-Day Satisfaction Guarantee

If for any reason the programs and courses offered by Park City Independent are found to be unsatisfactory within the first 30-days, a full refund of all initial payments minus any non-

refundable application fees will be made. Notification must be made to the office of Park City Independent before the 30-day period ends and must be done by speaking with a school representative during office hours. After the 30-day period, no refunds will be made.

Withdrawal After 30 Days

After 30-days, the student may withdraw at any time. If the student is on the unlimited course plan with monthly payments, all future payments will be canceled and access to the student's courses will end on the date the next payment would have been due. If the student has paid in full for courses, no refunds will be given for any tuition amounts already paid. If a student is making monthly payments on individual courses, the total balance due must be paid before the student may cancel the account, and the courses will remain open to the student until they are completed and/or full payment is received. To withdraw, the student must speak with a school representative during office hours. Please do not make withdrawal requests through mail, voice-mail, email, or fax.

Statement of Agreement and Understanding

We, parent and student, have read, reviewed, and understand, the above policies.

The information given herein is for the purpose of obtaining admission to Park City Independent. We certify that it is correct to the best of our knowledge. We give the administrative personnel our permission to contact former schools and/or references for the purpose of determining admission.

We understand that after the first thirty (30) days of enrollment, no refunds of any kind will be given.

We understand that the school is not responsible for the student's Internet activities.

Printed Student Name

Printed Parent Name

Student Signature

Parent Signature

Date

Date