



Enrollment Form

Enrollment Form instructions:

Please fill out this form in its entirety, filling in all applicable fields. Provide previous school information if you have previously attended high school, or if you intend to transfer credits earned through Park City Independent to your local high school.

Save a copy of the completed form on your computer. This document must be saved after completing the fields, or your information will be lost.

Return the completed form to Park City Independent using one of the following methods:

E-mail:

admissions@edgenuity.com

Fax:

(866) 436-0244

Postal mail:

Park City Independent: Admissions
8860 E. Chaparral Road, Suite 100
Scottsdale, AZ 85250

Student Information				
First Name	Middle Name		Last Name	
Street Address			Date of Birth	Grade Gender
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><input type="radio"/> Graduate through Park City Independent</p> <p><input type="radio"/> Transfer credits to my current school</p> <p><input type="radio"/> I'm not sure</p>	<p>My post high school plans are:</p> <p><input type="radio"/> College/University</p> <p><input type="radio"/> Workforce</p> <p><input type="radio"/> Military</p> <p><input type="radio"/> Other</p>
<p>Do you have an Individualized Education Plan?</p> <p><input type="radio"/> Yes (if yes, then please attach) <input type="radio"/> 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 any time, 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. Therefore, students are 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, or national or ethnic background in the administration of any of our programs.

Honor Code of Conduct

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 methods, 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 a 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, and/or 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:

- **First offense:** Student receives a warning, and the assignment is reset.
- **Second offense:** Student automatically fails the assignment and is not given the option to redo the assignment.
- **All successive offenses:** Student automatically fails the course.

After each offense, the parent/guardian will be notified via e-mail. There may be a follow-up phone call to discuss any questions or concerns. Each offense is per student, not per course, and each student will only receive two warnings before the course is failed.

A student may not claim another person's work as his or her own, or use unauthorized materials to gain advantage during assignments or testing. Tests are to be taken by the student without any assistance. 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 per 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 it 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 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 listing 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 – MS Windows XP, Windows Vista, Windows 7, Mac OSX 10.6.2+
- Internet access:
Minimum connection speed – 2.5 Mb/sec.
Recommended – 6 Mb/sec or higher
- Internet browser: Internet Explorer 7.x, Firefox 15
- 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. The plus (+) or minus (-) will be used, except in the case of A+ and F-. There will be no rounding up or down of any score or grade issued by 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

It is the responsibility of parents and students to research and complete any standardized test requirements for their state. Park City Independent does not require these for graduation. Park City Independent does not make arrangements for any standardized tests, including nationally issued tests such as the ACT, SAT, or AP exams.

Student Records

Permanent Record

The school maintains a permanent record for each student. 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 on request. When students transfer out of Park City Independent, this record will be sent to the new school after receiving a request from 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. To receive a copy of the transcript, the student or parent/guardian must complete a transcript request form. The request will be filled within 5-7 business days. Park City Independent will provide 2 copies of official transcripts free of charge upon graduation. All other requests for unofficial and official transcripts may require an additional fee.

Repeating a Class

Students 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 in the student's 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 completed and grades earned. Students entering ninth grade must submit copies of middle school report cards that may reflect credit granted.

Class Add or Drop

Students may add or drop classes at any time. Additional tuition or fees may be required to add classes, and no refunds are given for dropped classes after the initial thirty days of enrollment with Park City Independent.

High School Graduation

Graduation Requirements

Students must complete all course requirements as indicated on the graduation plan, linked from the course catalog page of the Park City Independent website. A total of 24 credit hours are required for graduation. Although credits may be transferred from other regionally accredited institutions, at least 6 credits are required through Park City Independent to receive a diploma from our institution.

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 those transcripts are received.

Graduation Application

Students who believe they are prepared for graduation are required to undergo an Academic Review process. The review will determine whether 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, then the student must complete them before he or she will be allowed to graduate. If graduation is denied, then the student will be notified in writing and the results of the Academic Review will be made available.

Students With Disabilities

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

Courses and Tuition

Students are permitted to be enrolled in up to six courses at one time. For courses purchased in full, the courses will be open for eighteen weeks. An extension will be considered for a fee. An extension must be requested by the student or parent/guardian prior to the end of the course.

Courses taken with a monthly tuition plan will remain open so long as tuition is up to date. Courses with no activity for forty-five days or more will be temporarily dropped, until the student or guardian contacts the school regarding course activity.

Any fees resulting from required materials for any course are not included in tuition costs and are the responsibility of the student or parent/guardian.

Student Withdrawal

Thirty-day Satisfaction Guarantee

If for any reason the programs and courses offered by Park City Independent are found to be unsatisfactory within the first thirty days, then 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 thirty-day period ends and must be done in writing via e-mail to admissions@edgenuity.com. After the thirty-day period, no refunds will be made.

Withdrawal After Thirty Days

After thirty days, a student may withdraw at any time. If a student is on the monthly tuition course plan with monthly payments, then 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 a student has paid in full for courses, then no refunds will be given for any tuition amounts already paid. To withdraw a student, please send an e-mail to admissions@edgenuity.com.

Statement of Agreement and Understanding

We, parent/guardian and student, have read, reviewed, and understood 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.

Requests for additional transcripts, diplomas, graduation packets, or a rush order will require an additional charge.

Diploma packets are generally sent within 4-6 weeks of graduation.

Please initial each statement below.

- I/We understand no refunds of any kind will be issued past the initial 30 days enrollment period. _____
- I/We understand that the school is not responsible for the student's internet activities. _____
- I/We understand that transcripts are ultimately the responsibility of parent/guardian. _____
- I/We understand the requirements to graduate from Park City Independent. _____
- I/We understand that Park City Independent does not offer AP or GED testing/courses. _____

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date

Park City Independent NCAA Acknowledgement Form

Student Name

Parent/Guardian Name

Address

Park City Independent is not a National Collegiate Athletic Association (NACAA) approved program. Parents and Students who need NCAA approved courses should contact Park City Independent immediately to discuss their options. NCAA approval is separate and unrelated to accreditation. Park City Independent is nationally recognized and accredited through Advanced ED.

Please acknowledge your understanding of this information by signing and dating below. This document must be returned along with your admissions application.

Student Signature

Parent/Guardian Signature

Date

Date