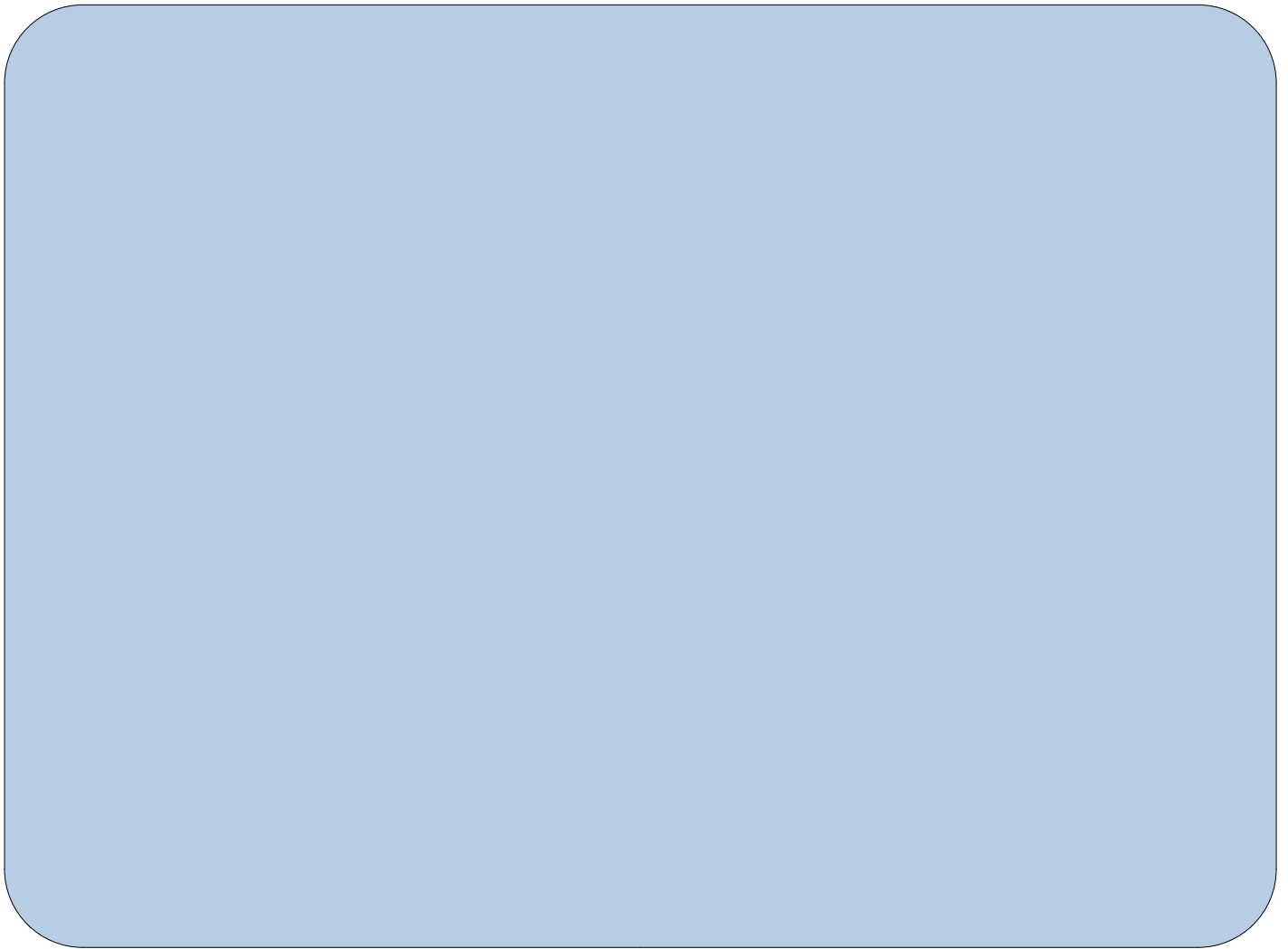


GUHSD

GU Online Summer School

Procedures & Forms



2014

Online Summer School Procedures

- 1) Counselor:
 - a. Calls in student
 - b. Hands out Summer School brochure
 - c. Hands out Registration Form
- 2) Student:
 - a. Obtains parent signature
 - b. Pay fees to bookstore
 - c. If never taken an GUHSD online course, registers online at www.mdlp.org/guhsd
- 3) Bookstore:
 - a. Deposits fee into online account #520-0012
 - b. Gives a copy of the registration form to counselor
 - c. Places original registration form into a folder to be sent to Tess Dellisanti at DO **on or before Friday, May 30**

OR

 - a. Provides student a loan application
 - i. Student obtains parent signature and deposit (**50% REQUIRED**)
 - b. Collects loan form and deposit (into online acct. #520-0012)
 - c. Staple loan form to registration
 - d. Gives a copy of the registration form to counselor
 - e. Places original registration form into a folder to be sent to Tess Dellisanti at District Office **on or before Friday, May 30**
- 4) Counselor:
 - a. Receives copy of registration form from bookstore
 - b. Completes DE form at www.mdlp.org/guhsd
 - c. Enrolls student into GUHSD Online School in Infinite Campus
 - i. Be sure to “State Exclude”
 - ii. Be sure Service Type is marked as “Ancillary”
 - d. Requests class in Infinite Campus (may also include alternate)
 - e. Explains to student how to access courses on/after April 30th.
- 5) Bookstore Manager:
 - a. Input loan into Infinite Campus
 - b. Document payments made prior to school shutdown for up-to-date information for D.O.

Notes:

Steps 2-4 will be completed at the local campus through **Friday, May 30**. Registration will be held at District Office Board Room on Monday, June 2 (7-10 a.m. & 3-6 p.m.) or Tuesday, June 3 (7:30 a.m. – 3:30 p.m.).

After Friday, May 30 the local school will **NOT** collect any more registrations. Refer students to District Office for June 2 & 3 registration.

Loan payments will be collected at local bookstore through May 30. **After May 30 all loan forms and payments will be forwarded to Susan Worthington at District Office.**

2014 Summer School Registration Form

PLEASE PRINT

Student's Name _____

Home School _____ ID # _____

Best contact for change in registration or emergency:

First _____ Number _____

Second _____ Number _____

Third _____ Number _____

STUDENT CANNOT REGISTER WITHOUT PHONE NUMBERS

Cost per class is \$150.00 (non-refundable), payable at time of registration.

All classes are
enrollment,
Students n

nt

Sample

Morning S

- E
- E
- V
- C
- C

- Algebra 2 Sem 1
- Algebra 2 Sem 2
- Personal Finance Sem 1
- Personal Finance Sem 2
- Elective _____

Counselor Signature _____

PLEASE NOTE: Attendance: Students accumulating more than three (3) absences may be dropped from class with a loss of credit. Students are NOT encouraged to take days off, as each and every absence may seriously affect their grade.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

GU Online Summer School Course Offerings

Course #	Course Title
0915	English 5
0916	English 6
0921	English 7
0922	English 8
1529	US/AZ History 1
1530	US/AZ History 2
1537	US/AZ Government
1538	Economics
1177	Algebra 2 Semester 1
1178	Algebra 2 Semester 2
1075	Personal Finance Semester 1
1076	Personal Finance Semester 2
1429	Thinking Science Semester 1
1430	Thinking Science Semester 2
1407	Biology 1
1408	Biology 2
	Electives

GLENDALE UNION HIGH SCHOOL DISTRICT #205

Summer School Loan Contract

Traditional

Online

Student Name _____

ID # _____

Address _____

Home School _____

Home Phone _____

City, Zip Code _____

Work Phone _____

As the parent/guardian of the above named student, I hereby agree to repay this loan to Glendale Union High School District Summer School by: _____ . Students will not be allowed to take their course final exam until all fees are paid in full.

I understand that a bank service fee will be charged for all returned checks. **I also understand that I will be held responsible for Summer School tuition charges even if the student withdraws or is dropped before the end of the session.** The session is non-refundable. Refunds will be issued ONLY if the student withdraws prior to the start of the session. **A 50% down payment is required at the time of registration.**

Respo:

Sample

Signat

Deposit paid	
Balance Due	

Date		Date	
Paid Amt.		Paid Amt.	
Balance		Balance	

Date		Date	
Paid Amt.		Paid Amt.	
Balance		Balance	

Date		Date	
Paid Amt.		Paid Amt.	
Balance		Balance	

DATE PAID IN FULL _____