

Martin Luther King Jr. Academy for Excellence

2200 Liberty Road • Lexington, KY 40509 • Phone: (859) 381-4040 • Fax: (859) 381-4031

Previous Username: _____

New Username: _____

eSchool Application

Session which you are applying for enrollment (circle): *Fall* *Summer* *Spring* _____
(Year)

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name/Initial</i>	
<i>Address (House # & Street Name)</i>			<i>Apt. Number</i>
<i>City</i>		<i>State</i>	<i>Zip Code</i>
<i>State (KY) Student ID #</i>	<i>Date of Birth: (mm/dd/yyyy)</i>	<i>Age</i>	<i>Grade</i>
<i>Home Phone (1)</i>	<i>Home Phone (2)</i>	<i>Cell Phone</i>	

Email: _____@_____

It is very important the email address is legible & correct as this is how we communicate with you. To ensure accuracy please place (/) through all zeros.

CHECK APPROPRIATE BOX BELOW

<input type="checkbox"/> <i>Staying enrolled. Part time eschool</i>	<input type="checkbox"/> <i>Withdrawing from school. Full time eschool</i>
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The bottom section is to be completed by student's counselor

Please list in priority order the courses this student is required to complete in order to graduate from YOUR school.

		Course #	Course Name	Semester	Start Date	End Date	Paid	Initials
1								
2								
3								
4								
5								
6								
7								
8								
9								

Parent/Guardian information must be provided for applicants less than 18 years of age:

Counselors: *By signing below you are stating that your school will accept the above eSchool credit(s), and that this student meets or exceeds the MLK's minimum requirements (below) to enroll into the eSchool program.*

Counselor's Signature: _____ **Date:** _____

School: *BSHS FDHS HCHS LHS PLD TCHS* **Other:** _____

Circle one: Free Lunch Reduced Lunch Full Lunch

Scores: *SRI/Lexile (1000+):* _____ *ACT/PLAN Reading (18+):* _____ *MAP Reading (230+):* _____ /date: _____

Does student have any special accommodations (IEP/504, etc)? Yes or No If yes please describe and attach. _____

*******PLEASE SUBMIT TRANSCRIPT*******

Parent(s)/Guardian: _____

Address: _____

City, State, Zip: _____

Phone: _____

Registration Policies and Procedures

MLK provides opportunities for students in Fayette County (public school students, students attending private, parochial and home schools) to meet their education needs through online work. Students may enroll in individual courses to eliminate deficiencies on high school transcripts and to earn additional credits toward graduation or for enrichment purposes.

Registration Process

1. *Students must obtain an application from their school counselor listing each 1/2 credit course to be taken. Applications must be filled out completely.*
2. *All information requested on the application must be completed in order to be processed.*
3. *The student's counselor must sign the application to verify approval of course(s) to be taken.*
4. *Applications must be submitted to **Lolita Godoy or Signe Dunn** at MLK, in person, mail, email or fax.*
5. *Students and parents (if under 18) are required to attend an orientation meeting to receive eschool instructions. This process is done by appointment only and you will be contacted by email.*
6. *Students will only be permitted to work on one course at a time, once a student completes a course we will then request the next course on the students list.*
7. *ESchool fees are \$125 per semester (fall, spring, or summer) for one course, or a maximum of \$250 per semester which allows the student the opportunity to complete as many courses as possible during the semester. If a student continues into the next semester, a fee for that semester will be required. Please be advised that once a course has been started students must complete the course within the semester or a maximum of 120 days, which might be less than a semester.*
8. ***** All payments must be paid by Cashier's Check or Money Order. Cash or Personal Checks will not be accepted. Course will not be requested until payment is received.**

Refunds

1. *If students discontinue a course and request a refund **within one month** from the date of enrollment, a refund of the tuition is paid minus a \$5 processing fee, the refund request must include a parent signature and an address for the refund to be mailed. No refunds are made after the one-month period and all refunds are mailed to the parent.*

Transfers

1. *With the approval of the principal or counselor, students may transfer to another course within the first week of enrollment.*
2. *The enrollment fee cannot be transferred from one person to another.*

Agreement

By signing below I am stating that I have read, understand, and agree to the registration policies and procedures listed above. I am also stating that I have received a copy of the MLK eSchool outline. I understand that credits will be earned through JCPSeSchool; and agree to work with the staff at MLK to help myself/my child attain a high school diploma.

Parent/Guardian (signature is required for all applicants less than 18 years of age):

Signature of Parent (if required)

Date

Signature of Applicant

Date