



Instructions to Register for Online Course Credit with ECS Edgenuity

The following forms are included in the ECS Edgenuity Packet...

Page 1: Registration and Payment Instructions (this page)

Page 2: Course Approval Form

Page 3: Parent/Student Agreement

Page 4: Online Eleyo Profile Setup Instructions (profile required to register online)

This packet of forms is available at the ECS Office, downloaded from the ECS website, <http://www.ecsforall.org/summer-enrichment-programs.html> or ask your Cactus Shadows High School counselor for the packet.

Student or parent must submit the required documentation to the ECS Office to activate the course. The mandatory forms and requirements needed by ECS: Completed Course Approval Form with Counselor and Parent signatures, Parent/Student Agreement with both signatures, an online Eleyo Profile and payment completed.

ECS Edgenuity Online Course Registration & Payment Steps:

To register, please follow these steps:

- 1) If you have a profile in Eleyo, please login. If not, set up your family's profile in Eleyo at www.cavecreek.ce.eleyo.com. (Profile setup instruction on page 4. For further detailed registration instructions, visit <http://www.ecsforall.org/register>.) Please use Firefox or Chrome as your browser for the best performance.
- 2) Once you have completed steps 1, visit www.cavecreek.ce.eleyo.com. Click "Explore and Register Now" under the Enrichment section. Type "Edgenuity" in the search feature. Click "Enroll Now" and follow the instruction for payment.
- 3) Bring your completed Edgenuity packet including the completed Course Approval and Parent/Student Agreement form to the ECS Office. (See ECS Office information below.)
- 4) Once steps 1-3 are complete, student is responsible for contacting Mr. O'Bryan by email, mobryan@ccusd93.org to schedule their prescriptive test and/or to receive their username/password to begin their course. All prescriptive tests, unit tests, and the final exam must be taken under the supervision of Mr. O'Bryan at CSHS. A student can complete all assignments, labs and quizzes at home.
- 5) NOTE: The requested course will not be opened for your child without confirmation of the four steps above.

The ECS Office is open M-F, 7:30AM-4:00PM. The main line is 480-575-2440. The physical address is 33016 North 60th Street, Scottsdale AZ 85266. The **MAILING** address is P.O. 426, Cave Creek, AZ 85327. The office is located on the District Office campus, room A12. A sign to mark the ECS entrance is by the sidewalk leading to our door. ECS is a department of CCUSD.

Thank you so much for considering ECS for your online courses, programs and activities.



Education & Community Services Registration and
Course Approval Form
Online Course Credit Opportunities



STUDENT INFORMATION

Last Name _____ First Name _____ D.O.B. _____ Gender: M F
 Current Grade ___ Age ___ School _____ Student Email _____
 Parent(s) Name _____ Parent Email _____
 Parent Phone: Home (____) _____ Work (____) _____ Cell (____) _____

*Student must consult with counselor to determine what course(s) to take. Student may receive approval for multiple courses but can only take and pay for one course at a time. Courses offered online include, but are not limited to, the following: English 9-12, World History, U.S. History, Health, Algebra 1-4, Geometry 1 & 2, Pre-Calculus, Spanish 1-4, Biology, Chemistry, Physics. **NCAA does not recognize CSHS/ECS Edgenuity online program courses. Student athletes should NOT take CSHS/ECS online courses to satisfy NCAA eligibility requirements.***

Course(s) Approved by High School Counselor* for: 2019/2020 School Year CIRCLE ONE

Online Course Name: _____ Course # _____ Prescriptive Test*: YES / NO
 Online Course Name: _____ Course # _____ Prescriptive Test*: YES / NO
 Online Course Name: _____ Course # _____ Prescriptive Test*: YES / NO
 Online Course Name: _____ Course # _____ Prescriptive Test*: YES / NO

*The Prescriptive Tests must be taken under the supervision of the Edgenuity facilitator prior to starting the course.

Please initial this box indicating there are no accommodations (504 or IEP) needed to complete this course(s). Course content cannot be modified. Universal accommodations are available. The Edgenuity facilitator can explain the universal accommodations. Contact your school counselor regarding any specific course questions. **ECS does not make any decisions regarding courses and student eligibility. Students must receive approval from their high school counselor before signing up for courses.**

Counselor Signature** _____ **Date** _____

**Or attach the completed *Off-Campus Credit Request Form* with course approvals and counselor's signature

FEE: \$195 per course (1 semester =.5 credits) Please see the attached information with payment instructions.

Release Form: I recognize the risks of illness and injury inherent in any program and am participating with the express agreement and understanding that I am hereby waiving and releasing the instructors and Education & Community Services, a division of CCUSD 93, from and against all claims, costs, liabilities, expenses or judgments arising out of participation in the program. This signature also allows pictures of myself or my child(ren) for future publication.

Parent/Guardian Signature _____ **Date** _____

Registration must have parent and counselor signatures, completed Parent Agreement form with parent and student signatures. Full online payment is required before the student can participate in course.

Please Note: Good discipline is essential to learning and based upon mutual respect for the rights and property of others, respect for those in authority and respect for every student. Behavior guidelines and discipline codes as put forth by Cactus Shadows High School are enforced.

Office Use Only: **Eleyo Profile** _____ **Course Approval** _____ **Parent/Student Agreement** _____ **Online Payment** _____
Course Entered (title) _____ **Facilitator Notified** _____ **Course Active** _____ **Course Complete** _____
Payment _____ **Agreement** _____ **Course** _____ **Facilitator Notified** _____ **Course Active** _____ **Course Complete** _____
Payment _____ **Agreement** _____ **Course** _____ **Facilitator Notified** _____ **Course Active** _____ **Course Complete** _____



Parent/Student Agreement – 2019/2020 Session

Dear Parents/Guardians,

The **Edgenuity** online program begins September 4, 2019 after registration and payment is complete with ECS (Education & Community Services). Regardless of the start date, all courses must be finished by May 4, 2020. No extensions available. Students are to complete course work, assignments, labs and quizzes at home. The Edgenuity Instructor, Mark O'Bryan, must supervise all unit tests at Cactus Shadows High School. A course cannot be opened after January 30, 2020 without a high school counselor specifically approving the late start date.

Special Notices: Students will earn half a credit for each course completed. Students must take ALL tests under the supervision of the ECS Edgenuity facilitator at CSHS. Students must complete ALL course work, quizzes, and tests, including the final exam by May 4, 2020 to receive credit for the course. Students may finish early. ECS does not make modification to course content. Universal accommodations are available. The Edgenuity instructor can explain the universal accommodations. Contact your school counselor regarding any specific course question. ECS does not make any decisions regarding course and student eligibility. After the course is open, a daily progress reports will be emailed to parent, if not received by the second day the course is opened, please email MOBryan@ccusd93.net to ask for your email to be activated to receive progress reports.

I understand the class will end for my student on May 4, 2020. By signing below, I acknowledge there will not be any extension time granted. If a student needs more time, reopening the course is an option during in the 2019 Summer Session for an additional, full course fee of \$195. An incomplete course will result in an "F" on the student's transcript. There will be no refund granted once the coursework has started.

Mandatory for each Course: _____
Course Title Course #

Parent/Guardian Printed Name Student Printed Name

Parent/Guardian Signature Student Signature

Date Date

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Please Note: Good discipline is essential to learning and based upon mutual respect for the rights and property of others, respect for those in authority and respect for every student. Behavior guidelines and discipline codes as put forth by Cactus Shadows High School are enforced.




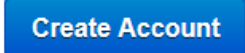
Online registration for ECS programs begin with a family profile.




Setting up your Account Profile

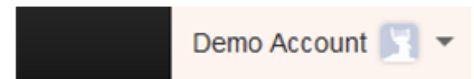
The Cave Creek Unified School District is transitioning to a new registration system for our Community Education programs. This sheet will walk you through the process for setting up your Account Profile. We encourage you to add all members of your household in anticipation of future registrations within the system.


Create your Account Profile

1. Access the new site by browsing to: <https://cavecreek.ce.eleyo.com>
2. Select  (top, right corner) to begin creating your (guardian/parent) profile.
3. Complete the *Register a New Account Form* and select .

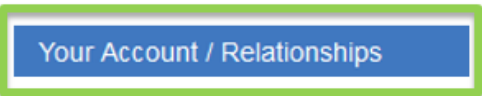
NOTE: An email will be sent from *Eleyo* with a link to verify your account. Use the  button on that email to verify your account.

Add Family Members and Emergency Contacts to your Account Profile





1. If you are not already on the website, browse to <https://cavecreek.ce.eleyo.com> and login with your email address and password by selecting the Log In button .

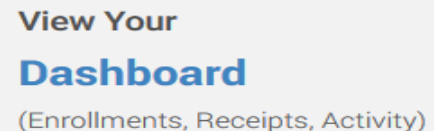
Logged in as **Demo**



2. Select your name in the top, right corner of the screen and select *Your Account / Relationships*.

Use the  button to add all family members in order to facilitate upcoming registrations in the system. When adding a grade for a Pre-K student, select Kindergarten and the year the child is expected to enter Kindergarten.

3. Select the  button.
4. After you have finished setting up your family, select *Explore All Programs*.
5. From the drop-down menu, you will be able to *View Your Dashboard* and enroll in programs or courses when registrations open.


View Your **Dashboard**
(Enrollments, Receipts, Activity)

You have completed the Account Profile set-up process and are ready for future online registrations! We are very excited to utilize the new Eleyo system. For further instructions on navigating Eleyo, please visit <http://www.ecsforall.org/register>. Thank you for choosing ECS programs for your family.

