



Registration Instructions for Summer Online Course Credit

June Session Dates: M-TH, May 30-June 22, and Friday, June 2, 2023

July Session Dates: M-F, June 26-July 7 and M-TH, July 10-July 20 (Lab closed, July 3-4)

Computer Lab Times: 10:00AM-2:00PM

Location: Cactus Shadows High School, Computer Lab #137

Fee: \$195 per each course (.5 credit)

Grades: 9-12

Students must receive a completed ECS Edgenuity Course Approval Form from their counselor before registering online (registration instructions are below). Coursework and quizzes can be completed at home, but ALL Prescriptive Tests, Unit Tests, and Final Exams must be taken under supervision in the Edgenuity Computer Lab at Cactus Shadows High School. Students are welcome to use the Computer Lab at CSHS to work on coursework and quizzes. If your child cannot take these tests/exams in person, please discuss alternative online programs with your student's counselor.

Students may complete more than one course during the summer session. However, they can only be active in one class at a time to ensure they finish the first course before opening a second course. Students earn a half credit for each course completed. This is equivalent to one semester during the school year. **ALL course work, quizzes, unit tests, and the final exam must be completed by 2:00 p.m. on the last day of each session** (June 22 for the June Session and July 20 for the July Session) **to receive credit for the course.** Students may finish early.

The last day a student can open a course is June 6 for the June Session and July 5 for the July Session. Regardless of the start date, the deadline is the last date of the final day of the session the student is enrolled. If a student opens a course in the June session and needs more time to complete the course, a new registration must be completed in the July session to continue working on the June course. The July end-date is the final deadline for courses paid to continue in the July session. **If a student does not finish a course by the deadline of the session in which it is opened, an F will be recorded on their transcript.**

Refunds are only permitted if NO assignments, labs, quizzes, or tests have not been opened and the un-enrollment is requested within 48-hours of the start date of the session.

Permission for bypassed tests are only granted on days the lab is closed on a Friday. The request for a bypass must be emailed to the facilitator prior to the time stated in the welcome message/syllabus received at the beginning of the session.

ECS/CSHS does not take responsibility for any interruption to a course or course content access from personal devices. If a student is having trouble logging in, or accessing the content of the assigned course, the student is responsible for coming into the computer lab during lab hours for access to their course and course materials until the access is restored from a personal device.

*Cactus Shadows High School and AOE counselors have the course approval form. The ECS Office has copies too. A link to download these forms can be found on the ECS website, ecsforall.org/summer-enrichment-programs.

See page 2 for the registration instructions.



ECS Edgenuity Online Course Registration & Payment Steps:

- 1) **The Course Approval Form needs to be completed by your CSHS Counselor before registering for an online class.** Please allow ample time to receive approval from your counselor. **Course registrations must be complete four working days before the first day of the session.** You may enroll in the next session if applicable. **Do not wait until your final grades are posted before requesting course approvals from your counselor because there will not be enough time to enroll in the June session. If you are unsure of your final grade, ask your counselor for course approval early in case you need to utilize it for the June or July session.** Receiving approval to take a course does not require you to take the course.
- 2) If your family does not have a profile in our online registration system, Eleyo, set up your family's profile at cavecreek.ce.eleyo.com. (For detailed registration instructions, visit ecsforall.org/register.) Please use Firefox or Chrome as your browser for the best performance. **An Eleyo family profile must be set up to register for any ECS program.**
- 3) To register and pay for an Edgenuity course, visit cavecreek.ce.eleyo.com, search "Edgenuity." Select "Edgenuity Online Course Credit." Have your Course Approval Form available to complete the registration.
- 4) Once steps 1-3 are complete, mail or drop off your completed **Course Approval Form** to the ECS Office. **Mailing Address:** ECS Enrichment, P.O. Box 426, Cave Creek, AZ 85327. Drop off **Physical Address** 33016 North 60th Street, Room A12, Scottsdale, AZ 85262. You may also scan and email it to Lisa Broussard at LBroussard@ccusd93.net.
- 5) To start the course on the first day of the session, steps 1-3 must be completed by May 23, 2023 for the June session and June 19, 2023 for the July session.

The ECS Office is open M-F, 7:30AM-4:00PM. Beginning the last week of May, the office is open M-TH, 7:00AM-5:00PM. The main line is 480-575-2440. The ECS office is located on the District Office campus. Follow sign at the parking lot to our front door. Thank you so much for choosing ECS for your summer programs and activities.

See page 3 for the Counselor Approval Form.



**Education & Community Services (ECS)
Course Approval Form or Online Course Credit**



Student's Last Name _____ **First Name** _____ **2022/2023 Grade** _____

Student Attends CSHS _____ **AOE** _____ (check one) **Or, Attends Other School** _____

Parent(s) Name _____ **Preferred Parent Email** _____

Parent Phone: (____) _____ **Alternate Phone** (____) _____

Students must receive course approval from their counselor before registering for the Edgenuity summer session. A student may receive approval for multiple courses, but only one course can be opened at a time. When one course is complete and there is enough time left in the summer session to finish a second course, a student may enroll in a second course approved by their counselor. (World Language courses are not available.) **The prescriptive test (if approved), unit tests, and final exams must be taken in person in Computer Lab #137 at Cactus Shadows High School. National Collegiate Athletic Association (NCAA) does NOT recognize CSHS/ECS Edgenuity online program courses.**

FOR COUNSELOR USE ONLY:

Course(s) Approved by High School Counselor* for: 2023 Summer Session of ECS Edgenuity

Course Title: _____ **Course #** _____

Select which applies: Credit Retrieval__Grade Improvement__ New Course__Course Completion__
Prescriptive Test approval: Y or N (*Please consult your counselor for college and NCAA eligibility.)

Course Title: _____ **Course #** _____

Select which applies: Credit Retrieval__Grade Improvement__ New Course__Course Completion__
Prescriptive Test approval: Y or N (*Please consult your counselor for college and NCAA eligibility.)

Course Title: _____ **Course #** _____

Select which applies: Credit Retrieval__Grade Improvement__ New Course__Course Completion__
Prescriptive Test approval: Y or N (*Please consult your counselor for college and NCAA eligibility.)

Counselor Signature _____ **Date** _____

FEE: \$195 per semester course, .5 credit

Universal accommodations (listed below) are available through Edgenuity. If a student requires additional accommodations, they should contact their high school counselor to discuss this and other options for retaking courses.

Parents, please initial this box indicating acceptance of the universal accommodations listed below.

Universal Accommodations: Calculator • Closed captioning on audio lectures • Guided notes • Notes on tests (guided, handwritten or Word doc – not Google docs) • Extended time on quizzes and tests • Retakes on assignments, quizzes or tests (higher score counts) • Breaks during testing.

Please Note: ECS cannot provide course approval. Students must receive course approval from their high school counselor before registering for courses. Behavior guidelines and discipline codes as put forth by Cactus Shadows High School are enforced. Discipline is essential to learning and based upon mutual respect for the rights and property of others, those in authority, and every student.

Parent/Guardian Signature _____ **Date** _____

Completed registration includes: parent and counselor signatures, online registration, and payment.

OFFICE USE ONLY: **Eleyo Profile** _____ **Counselor Course Approval** _____ **Online Registration and Payment** _____