



Instructions to Register for Online Course Credit with Education & Community Services (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: Online Eleyo Profile Setup Instructions (profile required to register online)

This packet of forms is also 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, an online Eleyo Profile, and online enrollment with agreements acknowledged (electronically signed), 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 and then login. (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 step 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. Complete payment, including your approved course title and number you intend this payment to cover, as indicated. (\$195 per course semester, .5 credit)
- 3) Bring your completed Edgenuity packet including the completed Counselor Course Approval and Parent/Student Agreement form to the ECS Office. (See ECS Office information below.)
- 4) Once steps 1-3 are complete, students are 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. **The prescriptive test and the final exam must be taken under the supervision of Mr. O'Bryan at Cactus Shadows High School, by appointment only.** A student can complete all assignments, labs, quizzes, and unit tests at home, with the **final exam counting 35% of the final grade.**
- 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 marking the ECS entrance is near the sidewalk leading to the ECS office door. ECS is a department of CCUSD.

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



Education & Community Services (ECS)
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 receive approval for course(s). 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, Biology, Chemistry, and Physics. (World Languages are not available.) Prescriptive tests and final exams must be taken in-person, with the final exam counting 35% of the final grade. Unit tests can be taken at home. This year, the National Collegiate Athletic Association (NCAA) does recognize CSHS/ECS Edgenuity online program courses.

Course(s) Approved by High School Counselor* for: 2020-2021 School Year

Course Title: _____ Course # _____ Semester 1 or 2, Prescriptive Test**^{CIRCLE ONE}: YES / NO
 Course Title: _____ Course # _____ Semester 1 or 2, Prescriptive Test**^{CIRCLE ONE}: YES / NO
 Course Title: _____ Course # _____ Semester 1 or 2, Prescriptive Test**^{CIRCLE ONE}: YES / NO
 Course Title: _____ Course # _____ Semester 1 or 2, Prescriptive Test**^{CIRCLE ONE}: YES / NO

**Students must take approved Prescriptive Tests under the supervision of an Edgenuity facilitator prior to course work.

Counselor Signature* _____ **Date** _____

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

FEE: \$195 per semester course, .5 credits Please see the attached information with payment instructions.

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 that universal accommodations (listed below) are appropriate and/or we have spoken to my student's counselor to discuss options.

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 does not make any decisions regarding courses and student eligibility. Students must receive approval from their high school counselor before signing up for courses. 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.

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 include parent and counselor signatures, completed Parent Agreement form with parent and student signatures, and full online payment before the student can participate in course.

Office Use Only: **Eleyo Profile** _____ **Counselor Course Approval** _____ **Parent Initial/Signature/Date** _____





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.

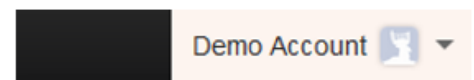
Create your Account Profile

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 .

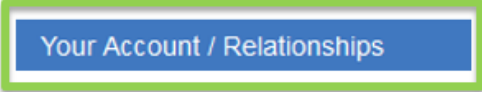
NOTE: An email will be sent from *Eleyo* with a link to verify your account. Use the  button on that email to verify your account.

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 .

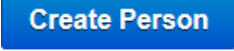


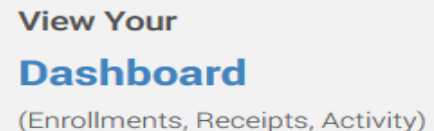
Logged in as **Demo**



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.

