

Hackettstown High School

599 Warren Street ♦ Hackettstown, NJ 07840
Phone: 908-852-8150 ♦ www.hackettstown.org ♦ Fax: 908-852-6214

2019- 2020 VHS Enrollment Form

Please read and fill in, legibly, all the applicable spaces. Incomplete forms will be accepted.

First Name	Last Name	2018-19 Grade Level	school e-mail address
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- 1) **Create a VHS account** to begin the enrollment process.
(<https://my.vhslearning.org/PublicStudentSignUp.aspx>) Remember to save your username and password.
- 2) Using the **VHS Catalog** (<http://thevhs collaborative.org/catalog>) select courses for **BOTH** semesters for Honors and Standard courses. Select **ONE** year long course if taking an AP course.

Review the following:

- ✓ **Course catalog & descriptions:** you may not register for a course that is already offered at HHS
- ✓ **Prerequisites:** make sure you meet the prerequisites
- ✓ **Sessions:** most courses are offered both Fall and Spring semesters; some are offered the entire year.

- 3) **Review selections** with your parents and/or Mrs. Cardell in Guidance regarding the appropriateness of your choices.
- 4) **Make a course request** using your newly created VHS account.
 - a. Go to <http://my.vhslearning.org> and enter your account username and password (save this link to your favorites).
 - b. Click the Request Courses link in the left margin.
 - c. Click the Request New Course link.
 - d. Using the Course Request drop down menu, select the Semester and Course. *The start date field will auto-populate based on the semester.
 - e. Click Save. You will receive an automated email after your site coordinator approves or denies the course request(s).
- 5) Double check with Mrs. Cardell in Guidance and/or your parents regarding the appropriateness of your choices.
- 6) Return all signed & completed VHS forms (Enrollment, Student Contract, Eligibility checklist, Pre-Enrollment Survey) to **Mrs. Cardell in Guidance** no later than **Monday, May 27th**. Late forms will not be accepted.

IMPORTANT

I understand: Participation in the VHS program is dependent on meeting the requirements for acceptance including a record of academic achievement and consistent attendance. IEP/504s are implemented at the discretion of VHS. Students taking an Advanced Placement (AP) course are required to take the correlating AP exam. Seniors who earn a grade of 80 or higher may use VHS as an open block. All underclassmen and Seniors with a grade of 79 or lower will need to report to the library and/or supervised study for VHS and may lose other senior privileges.

Student Signature: _____ **Date:** _____

I give my child permission to participate in the Virtual High School at Hackettstown High School.

Parent Signature: _____ **Date:** _____

For More Information See: Mrs. Sarah Domick, VHS Site Coordinator, sdomick@hackettstown.org or Mrs. Laurie Cardell, VHS Guidance Counselor, lcardell@hackettstown.org

For office use only

Registered in VHS	Enrolled in VHS course	Scheduled in RealTime
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