

WVS Student Contact and Drop Policy

Wisconsin Virtual School (WVS) recognizes that only through continuous communication can students be successful in an online course. Within each course the instructor can provide weekly minimum work requirements. It is essential that the student and instructor maintain regular contact through email.

To ensure that our students are aware of this commitment, the process outlined below is recommended:

- If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and the Local Education Guide (LEG) will be notified of the student's unacceptable progress for submitting assignments.
- If the student does not respond to the notification by submitting assignments within seven (7) days, the instructor(s) will make contact with the student/LEG again.
- If the student does not respond by submitting assignments after the second notification, WVS and the instructor will assume that the student does not intend to remain in the course. The district's division administrator and LEG will be contacted. The district will then verify that the student be administratively dropped from the course.

WVS students acknowledge that during the first 14 days of being activated into their online course, they may drop the course without penalty or payment due to WVS. The student understands that for each online course there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis may result in my removal from the course by WVS and the local school district and may result in a failing grade or incomplete being reported to the school district.

How to Make a District Drop Request

Drop requests **must be sent by email within the first 14 calendar days after activation** to wvs@wisconsinvirtualschool.org. If the district authorized the enrollment, the drop request must come from the district (administrator, principal, or Local Education Guide). If the parent paid for the course, the parent may drop the course using the method above. A refund will be given if the drop request is received within the first 14 calendar days.