



## Wisconsin Virtual School Course Extension Policy

Wisconsin Virtual School allows a fall or spring term student 5 months access to their course(s). WVS summer session students have 8 weeks access to their course(s).

Wisconsin Virtual School will grant an extension upon request from the school district or Local Education Guide (LEG) in the case of extenuating circumstances (medical, family emergency, etc.) that prevented regular on-time completion. WVS will consider the online teacher's recommendation in the final decision for granting an extension.

Requests for an extension should be made in writing by emailing Wisconsin Virtual School ([wvs@wisconsinvirtualschool.org](mailto:wvs@wisconsinvirtualschool.org)) **two weeks before the student's original end date**. This provides enough time to make a decision in the best interest of the student and the school district. **Requests made after the end date will not be granted.**

- An extension for all advanced placement, high school, middle school, or credit recovery courses for 30 days beyond the end date will be provided for a fee of \$125. The fee is billed directly to the school district.
- The school district must continue to provide the student with an active LEG or contact person to support the student's successful completion of the course in the extended period.
- School districts may decide locally if the student would be responsible for any fees owed the school district.
- A second 30 day extension can be provided for an additional \$125 fee.
- No extensions will be provided beyond two 30-day extension periods. If more time is needed, the student would have the option of re-enrolling in the course for the current registration fee.
- Extension fees will not be prorated for less than 30 days course access.
- Students who need their final grade for graduation or another timed event should **submit all work at least two weeks prior to the date the grade is needed**. This will allow the WVS teacher sufficient time to grade work. There will be no guarantee that work submitted less than two weeks prior to the required date will be graded in that time period.