

2021-2022 Enrollment Process Checklist

Please read the following and complete the application process per student.

*Applications will be accepted on a first come, first served basis
(Limited seats available).*

The online application will close on July 15, 2021 at 12:00 PM noon.

Step 1: Please read the Parent and Student Eligibility. (Click here: [Link](#)) If your student is eligible, go to step 2.

Step 2: Please read the Family Commitment. (Click here: [Link](#)) If you agree to the responsibilities of a parent and student in this virtual magnet school, go to step 3.

Step 3: Please gather the following original documents, **do not apply** until you have the originals:

All parents must submit documents, per student, in PDF format including the student's name. (Example of how to title saved PDF documents: Last name, First Initial_Name of Item: **Smith, J._FPL Bill**)

(Please be sure to gather and submit the following documents)

____ Student's certified birth certificate (BC) with applying parent's name on BC

____ Valid driver's license for the registering parent

____ Current internet bill for the address on student's registration application

____ Current Immunization form HRS6080 (blue or white form).

____ Current Health Physical form DH3040 (yellow or white).

Additional documents needed by grade level:

➤ **Incoming first grade students**, unless currently enrolled in MDCPS:

____ Submit Kindergarten Certificate of Completion

____ State test results

➤ **Incoming second grade students**, unless currently enrolled in MDCPS:

____ 2 years of official report cards

____ 2 years of State test results

- Incoming ***third through twelfth graders***, unless currently enrolled in MDCPS:
 - _____ 3 years of official report cards or transcripts
 - _____ 3 years of state test results
 - _____ SAT and/or ACT scores (***High School Students***)
 - _____ Course description (***Transferred High School Student out-of-state***)

Please note, ***12th graders*** will not be accepted unless they have at least 5-hours of community service noted on high school transcript and Florida state testing has been successfully completed.

Department of Special Education

- Student with Individual Educational Plan (IEP), Language Education Plan (LEP), and/or 504 Plan.
 - _____ Please submit a copy to mndo@dadeschools.net .

Florida Home Education Program

- We require the last 3 years of teacher evaluations (student might be subject to testing)
 - _____ Please submit academic records to mndo@dadeschools.net .

Step 4: Please choose from one of the two categories below and submit requested documents.

Required Documents that need to be submitted - (Please select 2)

- Current lease that does not expire in the summer with at least one of the parent/guardian's name on the birth certificate **OR** current year Homestead Exemption with at least one legal parent/guardian's name.
- Current FPL or Homestead Public Service (HPS) bill with the same address noted on student's registration application and the name of the registering parent/guardian.
- Current Utility bill (i.e. water or gas) with the same address noted on student's registration application and the name of the registering parent/guardian.

If you are missing any of the required documents noted above, you may also submit any items from the list below:

- Current bank statement with the same address noted on student's registration application and the name of the registering parent/guardian.
- Current car insurance statement with the same address noted on student's registration application and the name of the registering parent/guardian.
- Current cell phone statement with the same address noted on student's registration application and the name of the registering parent/guardian.
- Current vehicle registration with the same address noted on student's registration application and the name of the registering parent/guardian.

Step 5: Submit copies of the original documents in PDF format to MDO@dadeschools.net. Identify yourself in the email, your student's name and their future grade level.

Step 6: Please read "**Important Information**" below:

Important Information:

Miami-Dade Online Academy's Admission's Office (MDOAA) will review the documents. An application will be automatically declined as a result of any of the following:

- Any document that's not in PDF format.
- Any document not saved in the student's name
- If the student's grades or state testing scores do not reflect the eligibility standard of our magnet school

If student qualifies and has submitted all required documents in PDF format via email, registering parent will receive an email with additional documents that must be read, filled out, signed, dated returned via email in PDF format. If this is completed successfully, the parent will receive a confirmation email with instructions of how to proceed. Failure to respond by the deadline will result in an automatic decline of acceptance for the 2021-2022 school year.

MDOAAO will contact you to schedule a day and time for registration and subject selection. If you do not respond, we will email you. If we do not hear from you within 3 days, your application will be declined for the 2021-2022 school year.

During virtual registration and subject selection:

- Parents must show all original documents through Zoom camera to verify authenticity of submitted documents.
- Parent and student must be ready to select 2021-2022 courses

Parent and student will be invited to a mandatory Virtual Face-to-Face Orientation that will last approximately 3 hours. Student and parent must be present the entire meeting and camera must be on at all times. During this meeting, parents will get an overview of the program, learn best practices on how to run a public school in your home and monitor your students. Students will learn how to navigate the curriculum platform, contact virtual teachers, follow daily Pacing Guides, and locate progress grades.



STOP!!! Do not proceed to **Step 7** until you have reviewed and completed Steps 1-6 which includes submitting current updated documents. After you submit all the documents, please come back to Step 7. Failure to follow these instructions will result in a declination of the application with MDO for the 2021-2022 school year.

Step 7: Complete the Online Application (Click the following link)

<https://forms.gle/YB7sCiEfgwNC8QqVA>

Appendix A: Student Eligibility for 2021-2022 School Year

Students are only eligible for Miami-Dade Online Academy, the district's virtual instruction program if they are residing in Florida and meet the following conditions as specified by §.1002.455, Florida Statutes and the Miami-Dade County Public Schools Magnet Application Eligibility Standards:

| | Criteria | Verification |
|--|--|---|
| Students eligibility for K-12 virtual instruction | All students, including home education and private school students are eligible to participate in the School district's operated full-time kindergarten through grade 12 Virtual Instruction Programs under §1002.45. | The school district will verify the student's age in accordance with §1003.21, the Miami-Dade County Public School Board Policy 5112, Student Progression Plan, and the Initial Registration Procedures Handbook. |
| Magnet Criteria | <ul style="list-style-type: none"> • Student must have a 2.5 minimum cumulative GPA in all core courses • Student attendance: no more than 5 unexcused absences a semester or no more than 10 absences per school year | The school will verify the student's GPA and unexcused absences by reviewing the student's previous report cards for the last 3 years. |
| Enrollment Requirements | <ul style="list-style-type: none"> • Parents must submit required documents in PDF format to mdo@dadeschools.net • Both the parent and student must be present for virtual registration and present the original documents at the scheduled appointment • Parent and student must attend a scheduled four-hour virtual training • The student must have a FSA score of 3 or higher • Seniors and Juniors must have passed the required EOC and FSA tests • Students must not have any grades lower than a "C" in any classes • Failure to submit documents, attend scheduled meetings or meet these criteria, declines the application | The school will verify that the student meets these requirements by taking note of timely and appropriate submissions of required documents, attendance and positive participation during the mandatory four-hour training, and checking the state test scores on the integrated student information system (DSIS). |

Appendix B: Family Commitment

Parent's Responsibilities:

- **Attendance:** Every minute a student spends online or offline working on their approved Miami-Dade Online Academy courses, time accumulates into hours of attendance. The parent is responsible for their child's attendance as required by law. School Board Policy 5200 on Attendance states that absences of more than three days must be reported to the school by the parent/guardian. If the student is absent for any reason, parents must

ensure that the child completes make-up assignments for all absences from their teachers upon return to their online academic program. Parents will be required to submit a Miami-Dade Online Academy Virtual Academic Schedule form to plan for any make-up or progress that will occur while the student is absent from Miami-Dade County. If a student has excessive absences of more than 15 days, the parent is responsible for appearing before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities. A student with excessive absences and/or failing grades will be withdrawn from this Magnet program to the student's residential school. Note: If the attendance is entered and the schoolwork does not equate to the attendance, the attendance entered will be immediately removed, and the Truancy process will be activated.

- Monitor Their Student's Time in School: Students in grades K-3 must attend 720 hours in the required six courses (four hours per day of instruction) a year. By the end of the week, the student must have accumulated at least a total of 20 hours. Parents must login to enter the student's time and monitor the daily assignments. Students in grades 4-12 must attend at least 900 hours in the required six courses (six hours per day on instruction) a year. By the end of the week, the student must have accumulated at least a total of 30 hours. Parents must login every day to enter the student's time and monitor the daily assignments.
- Monitor Their Student's Assignments and Assessments: In lieu of the daily presence of a face-to-face teacher, parents should take the lead in guiding the students through the curriculum, submission of assignments, practicing FSA assimilations, online class sessions, producing projects, reviewing for quizzes and tests, as well as making sure they participate in the state tests. **Students who do not participate in required testing will be withdrawn from the school immediately without official grades and not allowed to enroll in Miami-Dade Online Academy for the following year.**

Student's Responsibilities:

The goal of every child should be that of a "model student." A model student is expected to be present at school every day, follow scheduled courses, demonstrate appropriate behavior, and a readiness to learn. Student's responsibilities as defined by Board Policy 5200 - Attendance:

- Attend classes one hundred and eighty (180) days each school year or the number of instructional days prescribed for the school the student attends. Students in grades K-3 must clock in 20 hours a week of virtual education including each of the six courses. Students in grades 4-12 must clock in 30 hours a week of virtual instruction.
- Request the make-up assignments for all excused absences/tardiness from teachers upon return to school or class within three (3) days. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work.
- Complete the make-up assignments for classes missed. Failure to make-up all assignments will result in a lower assessment of the student's academic progress and/or effort grade.
- Complete all required school days, assignments, quizzes, tests, and projects before the end of each semester.
- Participate in appropriate State of Florida tests.