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Procedure for Distance Learning (Revised September 2014)

Any home-based education student taking Grade 10 – 12 classes can do so through Distance Education. All of the distance education courses being offered in Saskatchewan are on the Saskatchewan Distance Education Website (www.skdistancelearning.ca). The two most common modes for delivery of distance education are:

Online Cyber School (web-based): course material is accessed via the Internet.
Correspondence (print-based): course material will be sent by mail or courier.

Parents must submit a refundable deposit of \$100 for each class taken to a maximum of \$200 per child. This money will be returned to the family once we receive proof that the semester's class(es) has/have been completed.

Resources that may be needed for classes taken can be obtained the following ways:

- a. Borrow from the school board office (if we have them available).
- b. Family can borrow them from the public library.
- c. The family can contact the school and make arrangements to borrow materials from them.

Those students borrowing resources from the school division office for the first semester must return them before the second semester begins so that semester two students have them available to use.

Distance Education Procedures

1. The family will notify the school division of what classes they will be registering the student for.
2. The family will send in a \$100 refundable deposit for each class to a maximum of \$200 per child.
3. The school division will give approval to the family to register the student.
4. **Once approval is granted, it is the responsibility of the family to register the student** for the online and/or correspondence class(es) with the distance education center.
5. The distance education center will send a copy of the registration and invoice to Randy Fox for approval.
6. Once the student has completed the class, the family is to forward proof of completion.
7. Once the semester is over, the school division will issue a cheque for the return of the deposit.