Festus R-VI School District

Dr. Nicki Ruess
Superintendent

Mr. Jonathan T. Earnhart
Assistant Superintendent

Dr. Denise Funston
Assistant Superintendent

MOCAP–Virtual Education Enrollment Flowchart

STEP 1

Student completes the MOCAP Virtual Application requesting an online/virtual course

STEP 2

School counselor is notified of the request

STEP 3

Application is reviewed and eligibility verified by counselor and sent to building level principal

STEP 4

A meeting with student, parent/guardian, building principal, school counselor, and/or IEP team, if needed, shall be held within 3 business days of the request to determine the best educational interest of the student

STEP 5

The student and parent/guardian will be notified within 2 business days of the decision. The decision shall be: **Deny**–written rationale included; **Accept with Concern**–with concerns listed; or **Accept** the request

STEP 6

If the request is denied, the decision of the building principal may be accepted or it may be appealed to the Assistant Superintendent of Teaching and Learning by completing the appeal form