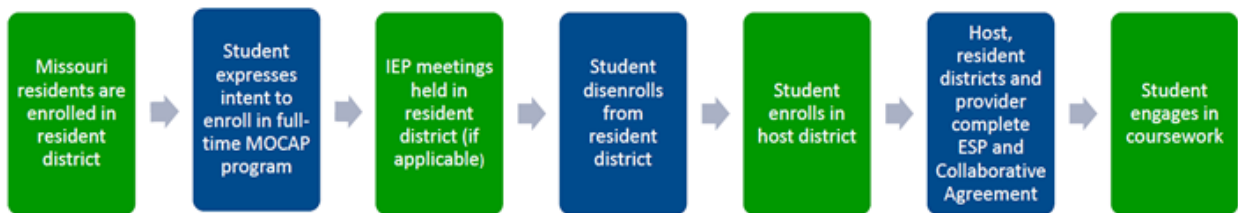




**Marshall Public Schools**  
**MOCAP PROCESS**  
**2023-2024**

**Request to Enroll in Virtual Course(s)**

**Full-Time Hosted MOCAP Program Enrollment Process**



**Non-Hosted MOCAP Program or Course Enrollment Process**



\*As outlined in Missouri House Bill, 1552, students who enroll as a full-time online student with a hosted Missouri MOCAP vendor will no longer be enrolled in Marshall Public Schools.

---

**2023-2024 Enrollment Deadlines:**

1st Semester: Tuesday, August 15, 2023

2nd Semester: Wednesday, December 20, 2023

***Complete this form in its entirety (incomplete forms will be returned)***  
***\*If approved a Counselor will contact you to set up the student's schedule \****

**Parent Request for MOCAP approval for Non Hosted MOCAP Program**

**Directions:**

1. Parent/Guardian must complete this form and take it to your student's school counselor.
2. We encourage you to go to <https://mocap.mo.gov/> to see the guidelines set up by The Missouri Department of Elementary and Secondary Education and view the course catalogs.
3. The District's preferred provider is Launch.

**General Information:**

Date: \_\_\_\_\_ Semester for Enrollment: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please circle the appropriate answer

1. Your student resides in the district AND is enrolled as a full-time student in the district.  
This is required to be able to be considered and enrolled in the MOCAP virtual option.

**Y or N**

2. Does your student have a 504 or IEP? **Y or N**

3. Does your student receive English Language Services? **Y or N**

4. Is your student currently being evaluated for eligibility as a student with a disability?

**Y or N**

5. Why is the MOCAP virtual option appropriate for your student? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Parent--please initial ALL of the following to indicate that you have read and understand all guidelines in this document.**

\_\_\_\_\_ I understand MPS preferred vendor for the non hosted MOCAP virtual option is Launch. I understand I will have to choose my students' courses from this provider to be enrolled in Launch and enrolled in Marshall Public Schools.

\_\_\_\_\_ I understand Marshall Public Schools (MPS) is not required to provide access to computers, the internet or other necessary technology resources to students choosing to take a MOCAP course.

\_\_\_\_\_ I understand MPS is not required to provide a supervised location for student taking a MOCAP virtual course to work on their course during the school day;

\_\_\_\_\_ I understand all MOCAP students follow the same school calendar as in-seat courses. Students enrolled in MOCAP virtual courses are expected to complete all course requirements by the end of the semester as stated on the MPS Board of Education Approved calendar;

\_\_\_\_\_ I understand all classes will receive a letter grade, but they will not count towards class rank;

\_\_\_\_\_ I understand students who enroll in the MOCAP virtual program are required to take the state required MAP/EOC assessments administered by Marshall Public Schools.

\_\_\_\_\_ I understand students who enroll in the MOCAP virtual program are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, the district may remove the student from the MOCAP course and refuse to enroll the student in the MOCAP courses program in the future;

\_\_\_\_\_ I understand MPS counselors will monitor my students progress on a consistent basis and advise if the student is not meeting the academic standards for the course and will notify the parent that their student will no longer be eligible for the MOCAP program.

\_\_\_\_\_ I understand MPS will gather a school based (district level if required) team to decide if the requested MOCAP placement is the best educational environment for the student;

\_\_\_\_\_ I understand in order to be successful in an online course, a student must have good computer skills, time management skills, persistence, and good written communication skills;

\_\_\_\_\_ I understand if my student is approved to enroll in the MOCAP course, the virtual provider, not MPS, will monitor and provide accommodations specified for my student IEP or 504 plan and or EL support; however, prior to MOCAP enrollment an IEP or 504 meeting will take place for those students who are currently receiving services from the public school.

\_\_\_\_\_ I understand I am responsible for understanding how my educational choices, including my decision to enroll in the MOCAP virtual program, may impact my student's MSHSAA eligibility.

\_\_\_\_\_ I understand the classes offered by the MOCAP virtual program may be different than the classes offered on any of the MPS campuses and understand my student will be enrolled full time based on DESE and MPS's expectation for full time enrollment based on what is offered in the MOCAP virtual program, not what is offered for MPS inseat learners.

\_\_\_\_\_ I understand my counselor will work with me and my student to make sure I understand the courses my student is taking and that my child is properly enrolled in grade level required classes.

\_\_\_\_\_ I understand students must commit to a minimum of one full semester of virtual enrollment beginning on the first day of each semester and ending the last day of each semester as defined by the MPS approved school calendar.

\_\_\_\_\_ I understand that students enrolled with Launch that receive a garmin and must return this to the Central office at the end of the semester to ensure no fees occur at the responsibility of the family.

\_\_\_\_\_ I have read all processes and procedures in this document and understand the guidelines.

\*Please keep the following pages for your reference and return the above to your school counselor.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_