

VIRTUALSC REINSTATMENT POLICLY AND FORM TO BE COMPLETED BY STUDENT AND SUBMITTED BY SCHOOL COUNSELOR:

The following requirements will apply to students withdrawn from initial credit courses, requesting reinstatement:

- Only one reinstatement will be allowed per course per term.
- Students who have been withdrawn for any reason, except withdrawals due to Academic Integrity or Code of Conduct Violations, can be reinstated within 7 calendar days of the withdrawal date with a request for reinstatement from their sponsoring School Counselor along with a submitted Course Reinstatement Plan (see plan template below). The request, along with the Reinstatement Plan should be emailed to *both the teacher and the Student Services Team* at virtualsc@ed.sc.gov. After 7 calendar days from the date of the withdrawal, the student will no longer be reinstated into a course for any reason and will need to re-enroll in the course in a future enrollment period. Students are allowed one reinstatement per course per term.
- Students who have been withdrawn by their School Counselor may request reinstatement into a course by contacting their School Counselor directly, who will ask for the reinstatement on behalf of the student. School Counselors may request to have a student reinstated into any course within 7 calendar days of the student's withdrawal from the course. After 7 calendar days the student will no longer be reinstated into a course and will need to re-enroll in a future enrollment period.
- Reinstatement will not be permitted within three weeks of the final exam.

Student Course Reinstatement Plan

Student Name: _____

Course Name: _____

Teacher Name: _____

Date of Withdrawal: _____

Course Reinstatement Plan Statement (Please include explicit details for how the student will catch up on work missed and complete the course by the course deadline specified in the pacing guide for the course):

I, **(STUDENT NAME,)** _____ was dropped due to **(DROP REASON)** _____ on **(DROPPED DATE)** _____. If I am granted a reinstatement into the course, I plan to catch up on all course assignments by completing **(NUMBER)** _____ of assignments per(day or week) for the next **(NUMBER)** _____ of (days or weeks) until the end of the course. I will spend **(NUMBER OF HOURS)** _____ working on the course per (day or week) during the school day/after the school day to ensure that I am on track for course completion by the end date of the course.

I will complete all of the required assignments each week by the weekly deadline and will work to ensure that all assignments are completed by the end of the course. I will maintain regular communication with my teacher and will respond to all messages and phone calls in a timely manner to show that I am actively engaged and participating in this course.

(The following signatures are required)

Signed,

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

SCHOOL COUNSELOR _____ DATE _____