



NAME: _____

EQUIPMENT ACCESS

Do you have access to wifi? Yes No

What equipment will you be using to complete at least four hours of study time each week?

Smartphone Laptop iPad Tablet Computer

As a Choctaw Nation Online Academy student, I agree to do the following tasks to keep my academy class seat active:

1. Locate a place with internet access and a device to complete my Online Academy lessons. Devices may include a computer, laptop, iPad, tablet, smartphone, etc.
2. Spend a minimum of four hours each week working on lessons in the Online Academy. I understand my progress and time will be monitored weekly by my assigned Adult Education Instructor.
3. Start my classwork no later than one week from when I am activated by my Adult Education instructor.
4. Complete a pretest in each subject (total of six pretests) before I move to working on lessons.
5. **Set a goal. My own time goal to earn my high school equivalency diploma is ____ months.**
6. Meet with my assigned Adult Education instructor as requested by phone, email, text or in person.
7. Notify the Adult Education Office at 1-800-522-6170, if my address, email or phone number changes.
8. Progress in each subject.
9. Schedule to test with the Adult Education Office when I'm notified that I show test readiness in a subject.
10. Show up to my test appointments.

I understand that my Online Academy seat will be monitored weekly, and that I can lose my Online Academy seat and be deactivated for any of the following reasons stated above or below:

TIME: Less than 4 hours spent on my academy lessons each week.

PROGRESS/MOTIVATION: Not showing adequate progress; not following directions from Adult Education instructor; not completing all pretests when starting; not completing reviews or assignments when assigned and not starting in the first week of activation.

TESTING: Failure to schedule testing when account shows readiness; failing to attend scheduled test date; failing to reschedule test date and rescheduling multiple times.

ATTITUDE/BEHAVIOR: Not being respectful to Adult Education staff or using appropriate written or verbal language.



Choctaw Nation

Adult Education

PERFORMANCE:

- 1st deactivation, wait 30 days
- 2nd deactivation, wait 30 days
- 3rd deactivation, wait six months
- Upon my fourth reactivation, I understand that I must have permission from the Adult Education office to apply. At that time, my student file will be reviewed for past progress, motivation and testing history. It may be determined at the time of my review, that the Online Academy is not a successful way for me to obtain my high school equivalency diploma. I will then have the options of:
 - Attending traditional classes offered by Choctaw Nation in my area.
 - Attending free state classes in my area.
 - Studying on my own from HiSET or GED workbooks.
 - Scheduling to test on my own and submitting receipts for test reimbursement when all tests are passed for my high school equivalency diploma.

I am willing to take advantage of the opportunity provided by the Choctaw Nation to prepare for my high school equivalency diploma. By signing, I am stating that I have read and understand the above Online Academy requirements and expectations in the Online Academy program.

Student Signature _____ Date _____

SUBMIT