



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 before I move to working on lessons.
5. Meet with my assigned Adult Education instructor as requested by phone, email, text or in person.
6. Notify the Adult Education Office at 1-800-522-6170, if my address, email or phone number changes.
7. Make progress in each subject.
8. Schedule to test with the Adult Education Office when I'm notified that I show test readiness in a subject.
9. Show up to my test appointments. Failing to show up may cause me to lose my seat.
10. I will not reschedule test appointments multiple times.

If my online academy seat is deactivated, I must follow this timeline:

- 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 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.