



MELVILLE HIGH SCHOOL

Application Form for Distance Education

Section A – Personal Information

Student Name: _____

Male Female Date of birth: _____ Year Level: _____

What is your first language: _____

Section B – Student Profile

List the subject(s) you are considering taking through Distance Education Courses.

Subject	Curriculum / Qualification Level

Section C – Determining Self Motivation

List two subject teachers who will attest to your suitability for Distance Education Courses:

1. Name: _____ Endorsement signature: _____

2. Name: _____ Endorsement signature: _____

Other evidence/comments to support your application, eg record of academic achievement, extra-curricular activities, etc

I have viewed the expectations for students who wish to undertake distance education and agree to comply with them.

Signed: _____ Date: _____

PLEASE HAND THIS APPLICATION FORM IN SEPARATELY AT THE TIME OF HANDING IN YOUR ENROLLMENT FORM BY FRIDAY 23 OCTOBER 2009.

Distance Education Student Responsibilities

Commitment to Learning

- Attend the eStudent/eTeacher Liaison Days in Term 1.
- Regularly attend weekly online sessions – be on time.
- Notify your eTeacher and your VC Co-ordinator of any known absences, before the VC lesson.
- Obtain the stationery and workbooks required for the subject and pay any subject fees.
- Organise a school email address.
- Follow the instructions of your Distance Education Co-ordinator. They are there to help make your learning experience more effective.
- Complete the confidential surveys when requested.
- Meet course deadlines and submit work at a standard suited to the course level.
- Seek help from the VC Co-ordinator or eTeacher if problems arise in meeting course requirements.
- Leave the VC room tidy.
- When the opportunities are provided, get to know the other students in your online class.

Communicating

- Use your eTeacher and VC Co-ordinator for course advice and help.
- Use email, fax, texting and the Knowledgenet or Moodle online learning environment to communicate with your eTeacher.
- Inform your Distance Education Co-ordinator of any problems associated with your online learning at an early stage – do not leave it until you find that you are way behind.
- Be sure your distance learning Co-ordinator (or supervising teacher) knows of any technical malfunctions when they occur.

Your Timetable

- Obtain your VC online time from your Distance Education Co-ordinator– Week 3 of Term 1 will probably be your first VC online time.
- Let your class teacher/s know your VC online time. VC classes start on the hour so this will affect their classes because you will need to leave or arrive during their lesson.
- Your VC lesson may run over an interval or lunchtime.

Course Material

- Course material may be in the form of hard or soft copy
- It is your responsibility to collect/view all course materials.
- Seek an arrangement with your Distance Education Co-ordinator for sending all material to your VC teacher (post or fax). Emailing your work is your responsibility.