

Guidelines for Correspondence Classes:

Every year the counseling department receives questions about on-line or correspondence classes. The Paradise Valley District guidelines are as follows:

- All requests to take a class (online, correspondence learning) outside of Horizon's campus must be approved by your student's counselor and/or administration.
- All requests must be in writing. The counseling office has a form your student may pick up.
- A student, parent, and counseling signature are required for approval. Return the completed form to your counselor. Once approval or denial has been decided, the student or parent will be notified.
- Honors credit will not be awarded for courses taken on-line or by correspondence.
- Proctoring of mid-terms and finals may be done in written form only at Horizon. Contact the on-line company to find out where to have a test proctored.
- Periodically, Horizon is sent updates from the companies letting us know how many lessons have been completed, this is information only.



****Proof of payment must be given to the appropriate counselor at Horizon.**

- Distancia, Paradise Valley's new on-line education has several courses to offer. HHS's website and district's website has information and a flyer on this opportunity.
- Students may sign up for Distancia courses through Community Ed. but it is recommended that you talk with your counselor to make sure you are signing up for the correct course.

Once the class has been completed and credit has been awarded to the student, the student/parent must request the credit be sent to Horizon High School so that it may be added to the transcript; always follow up to make sure the process has been complete.

**** Credit may not be given if the procedures have not been followed.**