



Enrollment Policy

Program Overview

- Insight School of Missouri (ISMO) is a full-time virtual school program operated by Dallas County R-I School District under the Missouri Course Access and Virtual School Program (MOCAP).
- Insight School of Missouri provides a comprehensive virtual educational program for eligible Missouri students.
- Insight School of Missouri is committed to providing students with access to a high-quality educational experience that meets their individual learning needs while complying with all state laws and regulations governing virtual education.

Student Eligibility

Students may be eligible to enroll in Insight School of Missouri if they:

- Reside within the state of Missouri.
- Meet age and grade-level requirements established by Missouri law.
 - Are:
 - Students in grades 9-12; or
 - Students under the age of 21 enrolled in grades 9-12.
- Complete the required enrollment application process.
- Meet the criteria established through the enrollment review process.

Parent/Guardian Application Requirement

- For students who are not considered homeless under applicable federal and state law, the parent or legal guardian must apply directly to Insight School of Missouri for enrollment.
 - Enrollment applications must be completed in full and submitted with all required documentation.
 - Insight School of Missouri may request additional information necessary to determine student eligibility and educational needs.
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Enrollment Application Requirements

The enrollment application shall include:

Student Information

- Student demographic information.
- Previous school enrollment information.
- Academic history and records, when available.
- Residency information.

Student and Family Interest Survey

As required by state law, the enrollment application/process will seek information about the following from each family:

- The student's interest in virtual education.
- The parent/guardian's reasons for seeking virtual education.
- Educational goals and expectations.
- Prior virtual learning experiences, if any.
- Student learning preferences.
- Other information relevant to determining student success in a virtual learning environment.

Consideration of In-Person Educational Opportunities

Students and families can enroll in their public school of residence at any given time while enrolled at Insight School of Missouri. Each student's public school of residence will be

made aware of enrollment at Insight School of Missouri once their documentation is sufficient and the public school of residence of the student may contact the family at any time. Selection of a MOCAP virtual program remains a parent and student choice. Insight School of Missouri can determine at any time of enrollment that an in-person school choice may be best for the student.

Enrollment Review and Evaluation

Insight School of Missouri will evaluate each enrollment request individually.

Factors that may be considered include:

- Student academic history.
- Attendance history.
- Student engagement and motivation.
- Credits earned toward graduation, when applicable.
- Prior virtual learning experience.
- Technology access and support.
- Special education and support service needs.
- Survey responses and educational goals.
- Any other relevant factors related to the student's likelihood of success within the virtual learning environment.

The purpose of the review is to determine:

- Whether Insight School of Missouri can appropriately meet the student's educational needs.
 - Whether the virtual learning environment is likely to support student success.
 - What services and supports may be necessary for successful participation.
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Resident District Collaboration Process

Once:

- A completed enrollment application has been received; and

- Initial required documents have been submitted,

Insight School of Missouri will:

- Submit a records request to the student's resident school district.
- Notify the resident district of the student's enrollment application.
- Notify the resident district there is a 10 day collaboration time period they are allowed to discuss the student enrollment with the MOCAP school.

Resident District Response Timeline

- The resident district shall provide any relevant information and input regarding the enrollment application within ten (10) business days of receiving notice from Insight School of Missouri.
- If the resident district wishes to collaborate regarding enrollment and student services, it should notify Insight School of Missouri within 10 business days following receipt of the records request.

Collaboration Timeline

- Insight School of Missouri, the resident district, and any other appropriate parties will complete collaboration activities within the timelines established by Missouri law.
- Enrollment decisions will not be unreasonably delayed due to collaboration activities.

Students with Disabilities

Insight School of Missouri is committed to providing a Free Appropriate Public Education (FAPE) to eligible students with disabilities.

For enrolling students with a covered disability:

- Existing educational records, evaluations, IEPs, Section 504 plans, and related documentation will be reviewed.
- Insight School of Missouri will collaborate with parents and appropriate school personnel to determine required services and supports.
- An Individualized Education Program (IEP), and when necessary a related services agreement, will be developed to ensure all services required by law are provided.

- Services may be provided directly by Insight School of Missouri the host district, the resident district, or approved public or private entities as appropriate.
 - Financial arrangements for required services may be documented through applicable service agreements between participating entities.
 - A separate service agreement is not required as a condition of initial enrollment.
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Enrollment Determination

Following review of all required information, Insight School of Missouri will determine whether a student will be admitted to the program.

The determination will be based upon:

- Eligibility requirements.
 - Information provided through the application process.
 - Review of relevant educational records.
 - Student success factors.
 - Service needs and availability of appropriate supports.
 - Any other relevant information permitted by law.
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Written Notice of Decision

Insight School of Missouri will provide written notification of its enrollment determination to:

- The student, when appropriate.
- The parent or legal guardian.
- The host district.
- The resident district.

The written notice shall include:

- The enrollment decision.
- The basis for the determination.

- Any applicable student support or service plan.
 - Information regarding the appeals process.
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Educational Services

For all admitted students, Insight School of Missouri will:

- Provide a full-time virtual educational program.
 - Deliver instruction aligned with Missouri academic standards.
 - Monitor student progress and engagement.
 - Provide academic and student support services.
 - Implement approved IEPs, Section 504 plans, and other required accommodations and services.
 - Maintain communication with students, families, and relevant school districts as necessary.
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Appeals Process

A parent, guardian, eligible student, resident district, or other authorized party may appeal an enrollment decision.

Appeal Procedures

- Appeals must be submitted in writing within ten (10) business days of receiving the enrollment decision.
- The written appeal should include:
 - Student name.
 - Reason for the appeal.
 - Supporting documentation, if applicable.

Appeal Review

- Appeals will be reviewed by the Superintendent or designee.

- Additional information may be requested from the parent, student, resident district, or school personnel.
 - A written decision will be issued following review of all relevant information.
 - The appeal determination shall constitute the district's final enrollment decision unless otherwise required by law.
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Non-Discrimination

- Insight School of Missouri shall administer enrollment procedures without discrimination based on race, color, national origin, sex, disability, religion, or any other classification protected by law.
- Enrollment decisions shall be made in accordance with applicable Missouri and federal laws governing virtual education programs.