

Seat Time Waiver District Enrollment Checklist

Checklist
Use to track
application process

Student Name: _____ Grade: _____

District: _____ Building: _____

The following is a list of items **required** for the Seat Time Waiver Program.

- Place a checkmark in the box next to each item and note the date completed.
- Email or fax pupil accounting forms to your local ISD.

District Responsibilities:

Step 1	<input type="checkbox"/> Application Form <i>Enter student information online at https://www.gennet.us</i>	Date Completed: _____
	<input type="checkbox"/> Essay Questions <i>Retain in district records</i>	
	<input type="checkbox"/> Online Course Readiness Survey <i>Retain in district records</i>	
Step 2	<input type="checkbox"/> Pre-approval from principal to move forward with Seat Time Waiver process	Date Completed: _____
	<input type="checkbox"/> Information & Approval Form <i>Retain in district records</i>	
	<input type="checkbox"/> Student Recommendation Form <i>Retain in district records</i>	
Step 3	<input type="checkbox"/> Principal identifies Mentor-Teacher <i>Enter information online at https://www.gennet.us</i>	Date Completed: _____
	<input type="checkbox"/> Graduation Plan Worksheet <i>Retain in district records</i>	
	<input type="checkbox"/> Identify courses <i>Enter information online at https://www.gennet.us</i>	
	<input type="checkbox"/> Create schedule and enter in your local student information system	
Step 4	<input type="checkbox"/> Meet w/Parents to discuss status	Date Completed: _____
	<input type="checkbox"/> Complete Seat Time Waiver Student Contract <i>Retain in district records</i>	
	<input type="checkbox"/> Final approval	
Step 5	*****PUPIL ACCOUNTING FORMS*****	Date Completed: _____
	<input type="checkbox"/> Complete the List of Enrolled Pupils for the building <i>Email to your ISD/RESA pupil accounting office</i>	
	<input type="checkbox"/> Complete the Mentor Instructional Time Form <i>Email to your ISD/RESA pupil accounting office</i>	
Step 6	Students are required to complete course evaluations provided by the GenNET office	Date Completed: _____
	Districts are required to complete a program evaluation provided by the GenNET office	Date Completed: _____