

Seat Time Waiver
ISD/RESA Enrollment Checklist



The following is a list of steps to be completed at the ISD level for the Seat Time Waiver Program.

Step 1 Review the LEA seat time waiver process located at:
<http://www.geneseeisd.org>
Select "Seat Time Waiver" from the "Quick Links" drop-down menu in the upper right corner of the web site.

Step 2 Go to <https://www.gennet.us> to create an account. Select the "Enrollment" button on the left; then select "Request New Account" (if you have not already done so). Access to this site will provide you with *read-only* details related to students participating in the GenNET online program in your regional service area.

Step 3 Verify the receipt of the following forms from each district AND forward to Pupil Accounting Auditors

- List of Enrolled Pupils
- Mentor Instructional Time Form (*to reflect contact during count*)

Step 4 Receive invoice for course tuition from GISD

Forward payment of invoice to GISD

Step 5 Bill LEA for course tuition
