



When a course is not available to a student at their home school, the student may choose to enroll in a course from the Distance Education Branch of Manitoba Education, or another approved distance learning provider. In this situation, the division will reimburse the student for the costs of the course, provided that:

1. the course is required to complete the grade
2. the principal has approved the student's enrollment in the course
3. the course is required for entrance to a post-secondary institution, training or work situation the student intends to pursue
4. the student provides proof of successful completion of the course to the Division Office

The student/parent(s)/guardian(s) will pay the initial costs of the course and apply for reimbursement, unless the course is offered as an alternative form of program delivery initiated by the school. In this case, the division will cover the initial cost of the course.

Schools will establish school-based monitoring guidelines to increase the chance of successful course completion. These guidelines will include the requirement to assign a staff advisor for every student studying independently.

Annually, the principal will report to the Superintendent's Department the pass/fail rate of students enrolled in these courses.

<b>Cross Reference:</b>		
<b>Date Adopted:</b> March 5, 2015	<b>Date Amended:</b> August 1, 2017	<b>Board Motion(s):</b> 14-15/03-05/0147