

**Curriculum Services**

**Virtual Education**

**DENIAL OF ENROLLMENT IN DISTRICT'S COURSE ACCESS  
AND VIRTUAL PROGRAM**

Dear Mr. and Mrs. Smith:

The District has considered your student John Smith's request to enroll in a course within our District Course Access and Virtual Program. In making this decision, the District has considered, among other reasons, your student's course work, attendance, discipline record, and the benefits offered by the course.

The District has determined that enrollment in this course is not in the best educational interest of your son/daughter. The District's decision was based upon the following factors:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

You have a right to appeal the Board's decision at a closed meeting of the Board of Education. You are encouraged to submit the basis for your appeal along with any documents which you believe support your appeal. You will be given the right to present your position to the Board at the hearing.

The Board will provide you with their written decision within thirty (30) days of the appeal hearing. If you are not satisfied with the Board's decision, you may appeal to the Commissioner of Education, 205 Jefferson Street, Jefferson City, MO 65101. The Department will render a decision within seven (7) days of receipt of the appeal. The Department's decision is final.

Sincerely,

Superintendent

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