

Coeur d'Alene School District No. 271

STUDENTS

3030P2

Idaho Digital Learning Academy Procedures

Students who are enrolled in the Coeur d'Alene School District who enroll in the Idaho Digital Learning Academy (IDLA) will be charged fees consistent with the categories outlined below.

If a student is determined by the District to be in Category #1, the student may enroll through his or her counselor and the District will incur all costs.

Category #1

The District shall pay a student's IDLA fees when:

1. Due to illness, behavior, or compelling circumstances the District elects to enroll the student in IDLA classes, and such classes are a part of the student's IEP, 504 plan, or other accommodation plan or,
2. A student enrolls at District Summer School in circumstances similar to those identified above.

Category #2

If a student is determined by the District to be in Category #2, the student shall enroll through his or her counselor. The student shall incur all costs and the following procedure must be followed:

1. The student elects to take a class(es) through IDLA rather than at the school;
2. The student elects to take additional courses, above full day enrollment; or
3. The student elects to take summer courses and is not enrolled in the District summer school.

When the student signs up for class(es), he or she will pay the course fees to the assistant treasurer at the school. The Assistant Treasurer will send the check with student information to the District Treasurer.

Processing IDLA Billing Statements

When the District receives the IDLA billing statement, copies will be sent to the relevant schools. School counselors will identify on the billing statement which students qualify under Category #1. The billing statement must be returned to the District Accounts Payable Department no later than 10 days after receipt. Without this identification, building budgets will be charged for all their unidentified students.

Upon receipt of identification, the District will pay IDLA for students and reconcile with the deposits received from the schools. All category #1 student tuitions are paid by the District.

IDLA's add/drop deadline is the end of the first week of class. If, the student drops the class before the end of the first week of class, the course fee(s) will be reimbursed to the Category 2 student at the time of withdrawal and once verification with IDLA is received. If the student drops the course after the first week of class the Category 2 student forfeits the fee(s) paid.

Procedure History:

Promulgated on: August 11, 2014

Revised on: