

Online Classes—Site Procedures (Revised March 1, 2014)

Students may take an online class that will be posted on their Diamond Bar transcript for the following reasons:

1. If a student is seeking remediation in a class that he/she received a "D" or "F".
2. If the desired class is not offered on campus.

Protocol (Only students seeking to place the online class on their Diamond Bar transcript need to adhere to this protocol.)

1. Students seeking to remediate must adhere to the following protocol:
 - a. Complete the routing and application form for Online/Virtual Classes. These forms will be located in the guidance office. Please have a hard copy of the course description prior to meeting with your GLC.
 - b. Set up a meeting with their GLC to review the application. The GLC may or may not approve the request based on student welfare, current grade level, ability to take course on campus, etc. If approved, the routing form and application will be sent to the appropriate Instructional Dean for curriculum verification.
 - c. If the request is approved by both the GLC and Dean, it will be submitted to the Assistant Principal for final approval
 - d. Please allow two to three weeks to process your request from the date of receipt by the GLC during the school year. Applications submitted during summer break may take longer to process.
2. Students seeking to take a class not offered on campus must do the following:
 - a. Set up a conference with their GLC with the application and routing form completed.
 - b. The GLC will approve or deny the request.
 - c. Please allow two to three weeks to process your request from the date of receipt by the GLC. Applications submitted during summer break may take longer to process.
3. Please disregard the steps above if you do not wish to place a completed course on your transcript. However, seeking GLC guidance is advised when considering taking an online class whether or not it will be placed on the transcript..

Special Note: Courses taken for original credit online that are offered at our school site or within the Walnut Valley Unified School District will not be placed on the DBHS transcript. Only courses taken for remediation or not offered at DBHS can be placed on the transcript when the above protocol is followed.