



Instructions & FAQs

Part-Time Partnership Program

Instructions

1. Complete the Part-Time Virtual Education Partnership Agreement form.
2. Return the completed agreement form to:

Mail... eAchieve Academy – Wisconsin Attn: Samantha Castillo 222 Maple Ave Waukesha, WI 53186	Email: scastill@eAchieve.com Fax: 262.970.1148
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3. Distribute student enrollment forms and this document to principals and/or counselors who will in turn distribute them to interested students.
4. Students should return completed forms to the address, email or fax listed above as soon as possible. Students will be enrolled in classes on a first-come, first-served basis to fill up available seats. The number of available seats will be determined in June.

FAQ

1. Who is **eligible to participate** in the Part-Time Partnership Program?
 - a. The program is open to any student attending a participating Wisconsin school. The school must have a current Part-Time Virtual Education Partnership Agreement in place with the School District of Waukesha.
2. How and when will **orientation** occur for students and parents?
 - a. Students and parents may attend an in-person orientation session in Waukesha (dates and times TBA). Alternately, they may attend a virtual orientation session or watch an online orientation video. Partner schools may arrange an on-site orientation session if desired.
3. When will students be sent their **login information** and instructions?
 - a. Login information will be distributed prior to the start of the semester. For students who attend an online orientation, login information will be sent to the parent email address listed on the application and to the student's school email address.

4. Who monitors the **student’s progress**?

- a. eAchieve teachers do everything they can to encourage student progress and participation. However, due to the nature of virtual education, the day-to-day supervision and monitoring of student progress is done by the parent and the school monitor. In most cases, the school monitor is the student’s guidance counselor. eAchieve will provide observer account access that allows parents and school monitors to view the student’s online grade book. eAchieve will also provide a weekly Activity Report that shows student participation and lists any past-due assignments, as well as quarterly progress reports and end of semester grade reports. Parents and school monitors should check the student’s progress regularly (at least weekly during the first few weeks of the semester and monthly thereafter) and contact the teacher if they have any questions or concerns. An orientation video for school monitors will be made available in August.

5. What role does the **family** play?

- a. Family support is critical for students to be successful when taking online classes. Success in online classes is most likely achieved when this endeavor is viewed as a partnership between the school and family where the school provides the curriculum, instruction, assessment, feedback and answers to questions, and the family provides a suitable place to study and regularly monitors progress. Parents will be provided with their own observer login which should be used to check their student’s progress at any time.

6. What role does the **resident school** play?

- a. First, the resident school helps promote the partnership and the opportunities it affords for students. Second, they agree to provide a school monitor to provide student support. Third, they agree to pay for the enrollment as specified in the contract.

7. Who can I contact if I have **additional questions**?

- a. Additional questions can be directed to any of the following people at eAchieve Academy:

<p>Samantha Castillo Part-Time Enrollment Coordinator 262.970.1182 scastill@eAchieve.com</p>	<p>Rick Nettesheim Principal 262-970-1074 RNettesh@eAchieve.com</p>	<p>Christopher Schulteis Program Manager 262.970.1138 cshulte@eAchieve.com</p>
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