



The Bridge School

3333 Bering Drive

Houston, TX 77057

PH: 713-493-2600 FX: 713-493-2606

Student Enrollment Form

Student Information (Please type or print in ink) *= Required Fields

Last Name*		First Name*	Initial
SSN	Date of Birth*	Gender*	Ethnicity
Parent/Guardian Last Name*		Parent/Guardian First Name*	P/G Initial
Address*	City*	State*	Zip Code*
Home Phone Number*	Cell Phone Number*	Student Email Address (Please state if student needs email created)	
Work Phone Number*	Emergency Phone Number*	Parent / Guardian Email Address	

Student School & Course Information (Please type or print in ink) *= Required Fields

Currently Attending*		School District *	
School Receiving Grades*		School's Phone Number*	
School's Mailing Address*	City*	State*	Zip Code*
Why are you taking course(s)?			
Grade Level	<input type="checkbox"/> Course not offered on my campus <input type="checkbox"/> Credit Recovery <input type="checkbox"/> Getting Ahead <input type="checkbox"/> Catching up <input type="checkbox"/> Other (explain)		
School Counselor's Name (Last, First)*		Counselor's Phone Number*	Counselor's email*
Subject*	Course Name *	Subject	Course Name
Subject	Course Name	Subject	Course Name
How did you hear about us?			
Signature: Counselor Approving Course(s)*	Date	<input type="checkbox"/> Brochure / Flyer <input type="checkbox"/> Friend <input type="checkbox"/> Counselor / Teacher <input type="checkbox"/> Internet <input type="checkbox"/> Other <input type="checkbox"/> Mail	
Signature: Parent/Guardian		Date	



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Student/Parent Internet Access Consent

Virtual School courses are mainly accessed through the internet. All students must obtain parental permission as verified by the signatures below. Students are responsible for appropriate behavior on any computer just as if they are in the classroom. Students are advised never to access, keep, or send anything they would not want a parent or teacher to see. Should a student encounter this material by accident, they should report this to their teacher immediately. **INTERNET GUIDELINES:** These are guidelines to follow while having internet access. 1. Do not use the computer to harm other people or their work. 2. Do not violate copyright laws. 3. Do not view, send, or display offensive messages or pictures. 4. Do not share password with another person. 5. No profane, abusive or impolite language should be used to communicate. Students should never copy other people's work or intrude into other people's files. Ultimately, parents/guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. **PARENT ACKNOWLEDGMENT:** As a parent/guardian of a student, I have read the above information and the appropriate use of computers. I give permission and acknowledge that my child will need internet access and the use of email while participating with the Virtual School.

Parent Signature _____ Date _____

Student Policies, Procedures & Responsibilities

PARENTAL RESPONSIBILITIES: As a parent of a Virtual School Student, it is very important to understand that **you also have responsibilities.** With the many distractions students have these days, it can be difficult for some students to set aside time to work on courses when not in school. It is your responsibility to encourage them to manage their time in an effective way. E-teachers and the Virtual School will keep you apprised of your student's progress and contact you if they fall behind in their coursework. **It is your responsibility to work with us and your student to help keep them on task with their online studies.**

(Parent Initials _____ Student Initials _____)

CODE OF HONOR: Deals specifically with the use of Virtual School Online courseware. What exactly is the "CODE OF HONOR"? -Never share your Username and Password, -Never use anyone else's Username and Password, -Never obtain or assist anyone to obtain unauthorized access to the network or the Virtual School protected pages. -Never post your or anyone else's personal information (i.e. address, email, telephone, ect.) -Refrain from publicity posting private messages sent to you (Reply sender and ask him/her to post message)

(Parent Initials _____ Student Initials _____)

COURSE WORK & GRADES: Grades are issued by Virtual School's course providers, you must earn a minimum of 70% on your final in order for you to receive credit for your course. Grades will not be averaged in if final is less than 70%. If you are enrolling for more than one course please make sure that you are up-to-date on all your courses on a weekly basis. Be sure to order final exams at least two weeks before you plan on taking it. **IT IS IMPORTANT THAT ALL STUDENTS PACE THEMSELVES IN THEIR COURSEWORK TO ALLOW FOR UNEXPECTED INTERRUPTIONS AND IN ORDER TO FINISH ON TIME.**

(Parent Initials _____ Student Initials _____)

TUITION REFUND POLICY: The person requesting a refund must complete a Tuition Refund Authorization Form in duplicate and attach the original receipt. A refund check is usually sent within about three weeks. On or before 1st day of class: 100% refund, 2nd day of class: 80% refund, 3rd day of class 60% refund.

(Parent Initials _____ Student Initials _____)

The first day of class is defined as the day you are scheduled for orientation, or day you are notified by email about courses access.

Student & Parent/Guardian enrollment Agreement (Always read fine Print)

By signing this registration form, I am assuring The Bridge School and my parent/ guardian that I have read and agree to abide by the Virtual School "Policies, Procedures & Responsibilities"

Student Signature _____ Date _____ Parent Signature _____ Date _____

Submitting Options and Instructions:

YOU MAY CONTACT 713-493-2600

THE BRIDGE SCHOOL OFFICE USE ONLY:

Date Received: _____ By: _____ Date Enrolled: _____ By: _____

Amount Due \$ _____ Amount Paid \$ _____ Receipt Number: _____

ORIENTATION DATE: ____/____/____

USERNAME: _____ PASSWORD: _____