



## School Registration Form

Please complete the registration form and fax it to the Belin-Blank Center FAX: 319.335.5151. For assistance, call 1.800.336.6463 or email [clar-baldus@uiowa.edu](mailto:clar-baldus@uiowa.edu).

### 1. Mark one of the following:

New School Registration  
 Registration Update

### 2. School's Calendar Type

Indicate your school's calendar type:  Semester (16-18 weeks)  
 Trimester (12-14 weeks)  
 Block (1 year of course work per term)  
 Year-round  
 Other (explain): \_\_\_\_\_

### 3. Available Online AP\* Courses

- AP Calculus AB
- AP Chemistry
- AP English Language and Composition
- AP English Literature and Composition
- AP Physics B
- AP Statistics
- AP U.S. History

*All Courses are two semesters.- Schools enrolling students in the Apex online courses receive special instructions for this enrollment process through the Belin-Blank Center.*

Note: Online courses are provided as an option for Advanced Placement\* courses that are not available at the school site. These courses are not intended to replace classes taught at the school site, nor are they intended to be a "virtual school" apart from the school program. Schools with more than a few students interested in a particular AP course are encouraged to seek AP training and/or ClassTools for their staff.

### 4. Start Dates

Course start dates will be defined by Iowa Online AP Academy. There will be one start date for the Fall Semester and one start date for the Spring Semester. Students will not be allowed to register and enroll into two semester AP courses for the Spring semester.

### 5. School Information

School Name: \_\_\_\_\_ School District: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

### 6. School Terms

Fall Term: Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Grades Due \_\_\_\_\_  
Spring Term: Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Grades Due \_\_\_\_\_ Grades Due (Seniors) \_\_\_\_\_

## 7. Proctored Exams and Quizzes

Mentors are responsible for printing and proctoring quizzes and exams for online courses.

## 8. Personnel and Roles

For descriptions of the following roles and the online courses, go to <http://support.apexlearning.com> and click on Get Started. List individual contact information unless personnel should be contacted through the schools' central office.

*Please print clearly*

Site Coordinator Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Tech Coordinator Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## 9. Participation Agreement

The following terms apply to participation in the Iowa Online AP Academy, all Apex Learning products, and courses. Your signature below indicates your desire and intent to offer Apex Learning programs and/or courses, through the Iowa Online AP Academy, to students attending your school.

- A. Iowa Online AP Academy and Apex Learning will provide the school with progress reports, access to graded work, and a recommended final grade based upon the student's overall performance in graded courses. The school retains all authority to determine the final grade assigned. Students who complete an AP course through the AP Academy via Apex Learning should receive high school academic credit for that course from their school. Students can attempt college credit by taking the College Board Advanced Placement Exams in May.
- B. Online courses will be a new experience for students and school personnel alike. Because the Apex courseware is delivered through the Internet, it is assumed that students and teachers will have basic computing experience, access to a computer that meets minimum hardware and software requirements, a suitable Internet connection and a personal email account. The cooperation of school personnel will help ensure smooth operation of Apex Learning curriculum and technology.
- C. Online courses are provided as an option for Advanced Placement courses that are not available at the school site. These courses are not intended to replace classes taught at the school site, nor are they intended to be a "virtual school" apart from the school program. Schools with more than a few students interested in a particular AP course are encouraged to seek AP training for their staff.
- D. The Apex Learning Support Team will work quickly to resolve problems associated with Apex Learning courseware, but they are not equipped to support school or home computers, printers, browsers, basic Internet connectivity, or personal email accounts.
- E. Participation in the Iowa Online AP Academy via Apex Learning courses is subject to the terms of the Apex Learning Code of Conduct (viewable at [www.apexlearning.com](http://www.apexlearning.com)). Those who do not abide by this code are subject to removal.

- F. Iowa Online AP Academy/Apex Learning adheres to the policies set by the Privacy Policy (viewable at [www.apexlearning.com](http://www.apexlearning.com)).
- G. All products distributed by Apex Learning are copyrighted and may not be reproduced or redistributed without express written permission.
- H. For all science courses that include activities to be done in a laboratory setting, IOAPA and Apex Learning requires that students do these activities only in a laboratory setting while supervised by a staff person qualified to supervise laboratory activities.
- I. In some cases the school may be responsible for providing required textbooks and materials.
- J. The school will appoint a mentor to help monitor student progress for students enrolled in online courses.
- K. The school is responsible for registering with The College Board™ for Advanced Placement exams and assigning an on-site exam proctor.

Principal Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

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