

Partnership Agreement

Central Indiana Educational Service Center provides supplemental online courses to high school students through Indiana Online in partnership with schools across the state. The following points clarify the mission of the Indiana Online program in providing an alternate option of quality instruction for high school students while allowing Indiana school districts to retain their students.

- Students who take courses with Indiana Online are retained as students from their home school, enabling the school to keep the ADM for that student.
- Courses are developed and taught by highly qualified Indiana licensed teachers. The content of each course meets the Indiana State Standards for each subject area and is equal to one high school credit.
- Indiana Online provides courses for scheduling challenges, advanced placement, and homebound students on a monthly enrollment basis throughout the year.
- Indiana Online provides a cost-effective Summer School option. The flexible schedule works great for students traveling and participating in band or athletic camps.
- The student completes the online registration. Notification is e-mailed directly to the enrollee's designated Guidance Counselor for approval before enrollment occurs.
- The course teacher guides the student through the course with frequent personal contact by Virtual Classroom, telephone, text, and/or e-mail communication.
- Final Exams are computer based and available upon completion of the student's course work.
- Final grades are emailed directly to the student, parent, and the designated Guidance Counselor.
- The district will communicate with CIESC the payment arrangements with regard to who is responsible for the expense of the course. For the student's convenience, a credit card payment option is available, as well as the option to make a payment by mailing a check.
 - **The CIESC member school tuition is \$250.00 per enrollment.**
 - **The Non-CIESC member school* tuition is \$275.00 per enrollment.**
 - **Bulk pricing discounts are available. Please refer to our Tiered Enrollment Pricing Document for more information.**
- *This Agreement shall be valid for three full school years. If signed within a school year, this agreement will be valid for that remaining school year and the two school years immediately following. Separate Summer School agreements will be signed before every summer session.*

* Application for CIESC membership is available for school corporations located in the Indianapolis area and areas which have a shared border with and existing CIESC district member. A one-time entry fee plus annual membership fee (based on a district's enrollment) will be charged upon approval for membership. If your district might be interested in membership with CIESC, please have your superintendent contact Dr. Andrew Melin, Executive Director, at 317-759-5547 or amelin@ciesc.org for further details and check out our [current members](#).

The parties to this Agreement are:

Indiana Online
Central Indiana Educational Service Center (CIESC)
3500 DePauw Blvd. Pyramid Two, Suite 2020 Indianapolis, IN 46268

And

School Name: _____

District Name: _____

This Agreement signifies the acceptance of the following terms and obligations on the district or school's behalf:

1. The school will retain enrollment for students taking Indiana Online courses.
2. The student's base school will award credit for the course taken with Indiana Online.
3. A list of the Guidance Counselor's name(s) and e-mail(s) will be provided to the Indiana Online administrator for coordination of correspondence.
4. The school agrees to support their student's IEP accommodations.
5. The school agrees to provide students with information regarding the Indiana Online program.

Indiana Online /CIESC agree to:

1. Develop and facilitate all Indiana Online courses.
2. Support, promote and implement the process of the Indiana Online courses.
3. Provide communication, progress reports and final grades to the Guidance Counselors, parents and students.
4. Collect payment(s) for courses taken either directly from the student or participating school district base on payment decisions made by the district.

The digital and printed materials provided within Indiana Online are the proprietary intellectual property of CIESC. These materials may not be copied, reprinted, reproduced or modified without the prior consent of CIESC. Indiana Online courses include forms, worksheets, and other documents that can be downloaded from the website.

Downloading and copying of documents and materials are permitted for the sole use of students of subscribing schools or districts.

This Agreement shall be valid for three full school years. If signed within a school year, this agreement will be valid for that remaining school year and the two school years immediately following. Separate Summer School agreements will be signed before every summer session.

Partnership Agreement Financial Information

*****Please check which option applies to your school.**

_____ We are a CIESC Member School – Tuition will be \$250.00 per enrollment

_____ We are a Non-CIESC Member School – Tuition will be \$275.00 per enrollment

Billing Information:

Please Select:

_____ Students will generally self-pay

_____ School/District will generally pay for students

Please Select (School/District Pay Only): A Tier Pricing MOU must be signed.

_____ Please bill the **district** for School Paid students *(If this is selected, the Superintendent or Business Manager/CFO must sign)*

_____ Please bill the **school** for School Paid students

Please provide the information of the person who should receive the Indiana Online invoice:

Name: _____

Title: _____

Email: _____

Phone: _____

Address: _____

****This section must be filled out and signed by an administrator or superintendent****

Central Indiana Educational Service Center

School: _____

Signature: Andrew Melin

Signature: _____

Printed: Andrew Melin

Printed: _____

Title: CIESC Executive Director

Title: _____

**Please return to Mary Brabson Program & Outreach Manager, by Fax, Mail, or Email Fax:
317-489-0328 | Email: mbrabson@indianaonline.org**

Indiana Online Use Only:

Effective School Year: _____ Expires After: _____

Tier Enrollment Pricing

School Districts or High Schools may purchase tiers of student enrollments. The following fee structure will apply based on student enrollment over a period of one academic school year (August-May). **This excludes summer school enrollment.** A District/High School may also purchase a tier enrollment for a specific course/courses. A current signed Partnership Agreement must be on file with Indiana Online to sign up for Tier Pricing. Schools will be charged for at least the minimum number of enrollments in the agreed-upon tier. All students enrolled from the district will receive the tier price. Enrollments paid by the student will not count toward tier level enrollments numbers. Tier Pricing will take effect only after a Memorandum of Understanding for the current school year has been received. Enrollment is defined as one credit, or one semester of a course, per student.

CIESC Member Schools

Tier Level	Enrollment	Tuition Cost
Tier 1	1 - 24 enrollments	\$250.00
Tier 2	25 - 49 enrollments	\$225.00
Tier 3	50+ enrollments	\$200.00

Non-CIESC Member Schools

Tier Level	Enrollment	Tuition Cost
Tier 1	1 - 24 enrollments	\$275.00
Tier 2	25 - 49 enrollments	\$250.00
Tier 3	50 - 99 enrollments	\$225.00
Tier 4	100+ enrollments	\$200.00

Technology training will be available for schools using an Instructional Assistant for an Indiana Online Course and will be provided at no additional charge. Indiana Online offers flexible enrollment including six different sessions per school year.

The District/High School will be invoiced for the minimum enrollment of the tier chosen 30 days subsequent to the completion of the Tiered Enrollment Memorandum of Understanding. The District/High School will be billed for the remaining enrollments over the minimum tier in April of that school year. (Example: When a Non-CIESC Member District/School signs the MOU for Tier 2, Indiana Online will invoice them for 25 enrollments (\$250 each) within 30 days. If the District/School has 30 total enrollments by April, Indiana Online will invoice for the additional 5 enrollments.)



Please provide a list of the Guidance Counselors and their e-mail addresses; as well as where to send an invoice and to whom. The Counselor's names are listed on the registration site for the students to select their specific counselor. The system will then e-mail the counselor requesting approval as well as providing access to the student's progress, grades, final exam information and transcripts. Please return this information along with the Letter of Agreement.

High School Name:

School Address:

Counselor Name	Counselor E-Mail	Counselor Telephone Number
Name to send invoice/billing to if needed	Address	Phone