

# Seat Time Waiver Enrollment Checklist

**Checklist**  
Use to track  
application process

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

District: \_\_\_\_\_ Building: \_\_\_\_\_

The following is a list of items required for the Seat Time Waiver Program. Please place a checkmark in the box next to each item and note the date completed.

Step 1	<input type="checkbox"/> Application Form <input type="checkbox"/> Essay Questions <input type="checkbox"/> Online Course Readiness Survey	Date Completed: _____
Step 2	<input type="checkbox"/> Seek pre-approval from principal to move forward with Seat Time Waiver process	Date Completed: _____
Step 3	<input type="checkbox"/> Information & Approval Form <input type="checkbox"/> Identify Mentor <input type="checkbox"/> Graduation Plan Worksheet <input type="checkbox"/> Determine Courses <input type="checkbox"/> Recommendation Form <i>(optional)</i>	Date Completed: _____
Step 4	<input type="checkbox"/> Meet w/Parents to discuss status <i>(if necessary)</i> <input type="checkbox"/> Complete Seat Time Waiver Student Contract <input type="checkbox"/> Final approval	Date Completed: _____
Step 5	<input type="checkbox"/> Complete appropriate pupil accounting forms <input type="checkbox"/> Notify GenNET Office by fax (see bottom of form)	Date Completed: _____
Step 6	Student will be asked to complete course evaluation  District will be asked to complete program evaluation	Date Completed: _____  Date Completed: _____