

## **EXPLANATION OF ROLES AT EACH PARTNER SCHOOL**

The Partner Agreement and Contact Designation form designates IVS contacts at each school to assist with vital functions and student support. Please read the role descriptions below before designating a contact person for each IVS role in the Contact Designation Form (pages 7-8).

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**REGISTRAR:** *IVS requires at least one registrar per school.* A school may choose to add a second registrar if desired. The registrar acts as the main school contact. The IVS Registrar is given login credentials in IVS's Student Information System (MAESTRO), which allows access to perform the following functions:

- Approves OR deletes student requests in MAESTRO. An email is sent to the Registrar when a student requests a course.
- Processes requested course drops. An email is sent to the Registrar when a student requests to drop a course.
- Submits student extension requests as necessary using the Request for Extension form located under the "External Links" tab in MAESTRO. See "Extensions for Full Service Courses" on page 5 for more details.
- Generates student Completion Reports using MAESTRO. Visit <http://helpdesk.ilvirtual.org> under "Schools" for a full help guide. The registrar is also the contact for transferring credit to local student transcripts based on the final percentage located on the completion report provided by IVS. See "Credit/IVS Completion Report" on page 3 for more information.
- Requests disability services for students with IEPs/504 education plans (See the Statement of Understanding located at the bottom of the Partner Packet form on page 8).
- Suggests courses to students, manages student information within MAESTRO, and can monitor student progress.

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**INVOICE CONTACT:** *IVS requires one invoice contact per school.* The IVS Invoice Contact is given login credentials in MAESTRO, which allows access to perform the following functions:

- **IF SCHOOL-BASED PAYMENT IS SELECTED:** Secures course fees and responds to IVS invoices.
- **IF STUDENT-BASED PAYMENT IS SELECTED:** This person may be asked to assist IVS with issues regarding student payments. For more information on IVS billing practices, visit <http://ilvirtual.org>. Choose "Courses" from the top menu, then "Costs and Payments" on the left.

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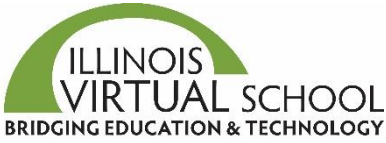
**MENTOR:** *IVS requires at least one mentor per school.* A school may choose to add a second mentor if desired. The IVS Mentor is given login credentials in MAESTRO, which allows access to perform the following functions:

- Accesses student information and monitors progress/activity for all students at the designated school.
- Periodically checks in with student, and has access to IVS Instructor contact information to discuss student concerns.
- Copied on ALL student communication emails for informational purposes.

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***Please review and assess ALL role functions and responsibilities listed above BEFORE filling out the Contact Designation Form.***

***Please contact IVS at (309) 676-1000 to speak with a team member regarding any questions about IVS roles.***



# 2018-19 PARTNER SCHOOL CONTACT DESIGNATION FORM

To participate in the Illinois Virtual School, the following building contacts are required. IVS requests that this document be submitted each year.

### SCHOOL INFORMATION:

School Name \_\_\_\_\_ County \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

RCDTS (REQUIRED)\* \_\_\_\_\_

\*Your school's RCDTS (Regional County District Type Schools) code can be found online at <https://www.isbe.net/Pages/RCDTS-Lookup.aspx>

District Name \_\_\_\_\_

District Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

### **DESIGNATION OF PAYMENT RESPONSIBILITY:**

IVS offers a choice for the school to designate whether to receive the invoice for all student fees, or to allow IVS to invoice students/guardians individually. With School-based payment, all IVS student enrollments and associated fees are billed to the school. With Student-based payment, students will be billed individually by IVS. The invoice option selected covers all enrollments and cannot be adjusted per course or per student. For more information, visit <http://ilvirtual.org>. Choose "Courses" from the top menu, then "Costs and Payments."

***Please check one box below to select Payment Responsibility for your school's IVS enrollments and associated fees:***

<input type="checkbox"/> <b>School-based payment (school receives invoice)</b>	<input type="checkbox"/> <b>Student-based payment (students/guardians receive invoice)</b>
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*Please review and assess ALL role functions and responsibilities listed on page 6 before submitting this form.  
Please contact IVS at (309) 676-1000 to speak with a team member regarding any questions about IVS roles.*

### **PLEASE SIGN AND DATE BELOW TO ACKNOWLEDGE THE FOLLOWING:**

- I authorize the building representatives designated hereafter to perform the functions described on page 1.***
- I have read and agree to the IVS Cost/Payment policy above.***

\_\_\_\_\_  
Building Principal Name (print/type)

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
Date

*If Superintendent approval is required by your district, please include it below:*

\_\_\_\_\_  
District Superintendent Name (print/type)

\_\_\_\_\_  
District Superintendent Signature

\_\_\_\_\_  
Date

**Please scan and email to [ivshelp@ilvirtual.org](mailto:ivshelp@ilvirtual.org).  
Principal Signature must be included.**

Please designate IVS contacts below. Please note that anyone not included in this form will be removed from the IVS system.

**IVS REGISTRAR(S):** See page 6 for a full description of the Registrar role and responsibilities.

IVS Building Registrar Name **(REQUIRED)** \_\_\_\_\_

Email \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Ext \_\_\_\_\_

IVS Building Registrar Name (2) **OPTIONAL** \_\_\_\_\_

Email \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Ext \_\_\_\_\_

**IVS INVOICE CONTACT:** See page 3 for description of Costs/Payment, and page 6 for Invoice Contact role and responsibilities.

Invoice Contact Name **(REQUIRED)** \_\_\_\_\_

Email \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Ext \_\_\_\_\_

**IVS MENTOR(S):** See page 6 for the Mentor role and responsibilities. Please limit Mentors to (2). If additional student support is needed, please submit a ticket on the IVS Help Desk at <http://helpdesk.ilvirtual.org> to inquire about the Coach role.

IVS Student Mentor Name **(REQUIRED)** \_\_\_\_\_

Email \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Ext \_\_\_\_\_

IVS Student Mentor Name (2) **OPTIONAL** \_\_\_\_\_

Email \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Ext \_\_\_\_\_

**IVS SUPPORT FOR STUDENTS WITH IEP/504 - STATEMENT OF UNDERSTANDING**

As new students are enrolled, IVS will email the school's IVS Registrar requesting the summary of the recommended educational accommodations and supports for enrolled students that have indicated having an Educational Plan (IEP/504) in the application process.

To start the process for an enrolled student, the school should email a summary of the student's recommended educational accommodations and supports, along with the name and contact information of the student's Case Manager to: [LearningPlans@ilvirtual.org](mailto:LearningPlans@ilvirtual.org). This documentation should be received by IVS no later than 12 days into the enrollment/course. The student's education plan will be shared with the IVS instructor to help better support the student within the framework of online learning.

STUDENTS WITH AN IEP/504 PLAN THAT REQUIRE EDUCATIONAL ACCOMODATIONS WITHIN THE COURSE CONTENT/ASSESSMENTS AND STUDENTS THAT NEED ADDITIONAL INSTRUCTIONAL SUPPORT ARE ADVISED TO ENROLL IN A FULL SERVICE COURSE.

**Students with an IEP/504 plan that require educational accommodations within the course content/assessments and students that need additional instructional support are advised to enroll in a Full Service course.**

I UNDERSTAND THAT IN ORDER FOR STUDENTS TO BE ELIGIBLE FOR ACCOMODATIONS IN IVS COURSES, THE SCHOOL IS RESPONSIBLE FOR PROVIDING IVS WITH THE DOCUMENTATION OUTLINED ABOVE.

\_\_\_\_\_  
**SIGNATURE OF IVS REGISTRAR (designated in form above) OR BUILDING PRINCIPAL**

\_\_\_\_\_  
**Date**