



Karen B. Salmon, Ph.D.
State Superintendent of Schools

School System Request for Virtual School/ Virtual Program

Date: [Click or tap to enter a date.](#)

Val Emrich
Director of Instructional Technology
Maryland State Department of Education (MSDE)
200 West Baltimore Street
Baltimore, MD 21201

Dear Ms. Emrich:

[Click or tap here to enter text.](#) (School System) requests approval to develop and implement a virtual school within the school system based on the qualifications outlined in Maryland Education Code Annotation 7-1401 et seq. The virtual school proposal is attached.

School System Superintendent Signature: _____ Date: _____

Virtual School Administrator: _____ Date: _____

I approve this proposal.

State Superintendent Signature: _____ Date: _____

C: Monica Bias
Kim Bellinger



Virtual School Proposal Checklist

In accordance with the Maryland Education Code Annotation 7-1401 et seq., school systems wishing to establish their own virtual school must complete and submit the following information to MSDE:

<input type="checkbox"/>	Submit a completed request form and a proposal to the Maryland Superintendent of Schools for approval (7-1402).
<input type="checkbox"/>	Virtual School Proposal must include the following provisions for each enrolled student:
<input type="checkbox"/>	<ul style="list-style-type: none"> a) Access to a sequential curriculum approved by the State Board that meets or exceeds school system standards (7-1403). <ul style="list-style-type: none"> i. An annually updated list of student courses that are being offered (7-1402). ii. All credit bearing courses must be listed in the State database of approved courses.
<input type="checkbox"/>	<ul style="list-style-type: none"> b) A set length of time for learning opportunities per academic year that is required for public school students, unless the virtual school can show that the student demonstrated mastery or satisfactory completion of coursework (7-1403).
<input type="checkbox"/>	<ul style="list-style-type: none"> c) Regular assessments in core areas of instruction (7-1403).
<input type="checkbox"/>	<ul style="list-style-type: none"> d) Adopted curriculum shall include online interactive program components (7-1403).
<input type="checkbox"/>	<ul style="list-style-type: none"> e) A plan that includes the assignment of a school-based mentor to individual students or groups of students who will: <ul style="list-style-type: none"> i. communicate with students at least once a week through face-to-face or virtual meetings, ii. communicate as needed with all other stakeholders (school system POC/Director of Program, parents, course facilitator, school, or counselors, etc.), iii. assist with time management, iv. troubleshoot technical issues, v. gather required materials of instruction, vi. proctor exams, vii. report grades and keep attendance records, and viii. arrange for tutoring (if necessary).
<input type="checkbox"/>	<ul style="list-style-type: none"> f) Enrollment procedures and processes (7-1402).
<input type="checkbox"/>	<ul style="list-style-type: none"> g) A process to provide the following items to parents and/or guardians (7-1404): <ul style="list-style-type: none"> i. instructional materials, including software, and ii. information on the closest public facilities that offer access to computers, printers, and Internet connection.
<input type="checkbox"/>	<ul style="list-style-type: none"> h) Assurance that all facilitators employed by the virtual school meet MSDE online facilitator requirements and are Maryland certified teachers (7-1402, 7-1405).
<input type="checkbox"/>	<ul style="list-style-type: none"> i) Identify the location of the administrative offices (7-1406).
<input type="checkbox"/>	<ul style="list-style-type: none"> j) Include a financial sustainability plan to support the virtual school (7-1407).
<input type="checkbox"/>	<ul style="list-style-type: none"> k) Provide the method that will be used to gather data for the yearly evaluation plan and report (7-1407). <ul style="list-style-type: none"> i. Demonstrate increases in student achievement according to county and State academic standards. ii. Accountability and viability demonstrated through academic, fiscal, and operational performance.
<input type="checkbox"/>	<ul style="list-style-type: none"> l) Set a timeline for the submission of an annual evaluation plan and report
<input type="checkbox"/>	<ul style="list-style-type: none"> m) Comply with IDEA required services and interventions