

Full-time Equivalency Enrollment Statement

Mingus Online Academy
 Office of the Registrar
 1801 E. Fir Street
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Instructions:

This form must be completed for each term of the academic year for which full-time equivalency is requested. At term end, it must be reviewed and updated to meet state requirements for full-time.

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|---------------------------------------|---|
| General Information | Student ID # _____ Name _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%; margin-right: 10%;"> Last First Middle </div> |
| Defining Full-Time Equivalency | For all students, each AOI school must collect and maintain, for audit purposes, an Intended Full Time Equivalency Enrollment Statement from the parent or guardian of each pupil at the time of enrolling in the AOI. The document must indicate the number of courses the student is enrolling in or intends to enroll in over the course of the year. In order for a student to be considered full-time, the student must participate in 4 or more classes. Each student is expected to log a minimum of 6.25 hours per week until each class is completed. |
| Credit Equivalency Activities | Year _____ Original FTE _____ Reviewed FTE _____ # Enrolled Subjects _____ # Subjects Participated in _____ # Completed Subjects _____ Subject 1: _____ Subject 2: _____ Subject 3: _____ Subject 4: _____ Subject 5: _____ Subject 6: _____ Subject 7: _____ Subject 8: _____ |
| Signatures | Student Sign _____ Date _____ Counselor Print _____ Email _____@muhs.com Sign _____ Date _____ |
| Registrar's Office Use Only | Date Received _____ Processed by _____ Date FTE Reviewed _____ Processed by _____ Distribution: One copy for parent/guardian. Registrar must maintain this document for 4 years. |