

Spooner Virtual School

Application Procedure

1. Enroll in the Spooner Area School District
If not currently a student enrolled in the district, contact your building-level principal or superintendent's office. They will guide you through the SASD's enrollment process.
2. Complete a Spooner Virtual School (SVS) Application
SVS Applications are available in your building-level guidance counselor's office or on-line at www.spooner.k12.wi.us.us. Complete the application and return it to your guidance counselor.
3. Guidance Counselor
The building-level guidance counselor will review your application with you and sign it. Full-time, off-campus students wishing to participate in a course within the building (i.e., music, physical education, art, etc.) should include that request on your application. The guidance counselor will work with you to schedule such requests. Forward your application to your building-level principal for approval consideration and signature.
4. Principal Approval
Your building-level principal will review your application and approve or deny your request. Approved applications are then forwarded to the Spooner Alternative Education Coordinator for processing.
5. Alternative Education Coordinator
The Alternative Education Coordinator will become your **Local Education Guide**. Your **LEG** serves as your liaison within the Spooner Area School District by supervising your case, ordering curriculum, facilitating course startup, monitoring progress and achievement and assisting your family with related educational needs as they arise. The LEG is a critical communication link between the school district and your family.
6. Computer and Internet Acceptable Use Agreement
All accepted students/families will sign the SASD Computer and Acceptable Use Agreement.
7. Placement Test (if applicable)
Students approved to enroll in grades 4-8 will complete a curriculum placement test. Your LEG will provide you with more information.
8. Virtual School Contract
All accepted students/families will sign the Spooner Virtual School contract agreeing to the terms of the program.

If at anytime you have questions or need assistance, please contact:

Kurt Kunkel

Alternative Education Coordinator/Local Education Guide

Spooner Area School District

500 College Street

Spooner, WI 54801

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