



## Best Practices for Residing LEAs

**New Mexico Virtual Course Consortium (NMVC²)** is a growing state-led provider network of public districts and charters who serve as course providers to students across the state through a memorandum of understanding (MOU) with the student's district or charter of **residence**.

**Providing LEA** is a PED authorized district or charter that can provide high quality, standards-aligned online courses, accessible to students, regardless of their location throughout the state.

**Residing LEA** is a PED authorized district or charter that is seeking high quality, standards-aligned courses through the NMVC² to supplement local course offerings in hard to staff subject areas.

### Best Practices for Enrolling Your Students into a Supplemental Online Course Provided by the NMVC²

- Develop clear expectations for students and parents participating in an NMVC² course. Utilize the Parent & Student Agreement form.
- Designate and define example staff roles to support students enrolled in supplemental courses:
  - Administration Roles: Those that oversee the Residing LEA responsibilities for enrolling and monitoring students during their online participation.
  - Advisor: The staff member that is enrolling students in supplemental courses at a Providing LEA. This staff role might support Providing LEA in communications with student and parents as needed.
  - Support Roles: Other staff members that work under the direction of the Residing LEA administrator to perform operational tasks. The following are examples:
    - Registrar: Assists with the MOU execution. Maintains NMVC² student's online records (enrollment information, completion of courses, transcripts, grades, etc.). Provides all necessary reporting to PED and Providing LEA.
    - Fiscal: Provides purchase order to Providing LEA in timely manner. Ensures invoices are received and paid prior to end of year closeout.
    - Technology: Ensure devices are compatible with Providing LEAs Learning Management System.
- Communication between Providing and Residing LEAs is critical for program success. Providing and Residing LEAs should identify mutually agreeable points of contact between the entities as part of the memorandum of understanding (MOU).
- The Residing LEA is responsible for providing student devices/technology and confirming student connectivity.
- Make transparent to the Providing LEA special accommodations or supports that a student might need at the time of enrollment (extended time, text to speech if available, etc.). [link here](#)
- The Residing LEA will be responsible for entering enrollment data, in their SIS, and corresponding stars reporting for all students they have enrolled in virtual course(s). In order to report the teacher, the Residing LEA can use the teacher code 888888888 (online teacher) in their STARS reporting. If there is more than one class, then the process is repeated.
- The Providing LEA will be responsible for making sure the online course is taught by a highly qualified NM certified teacher and will provide that information to PED and the Residing LEA.