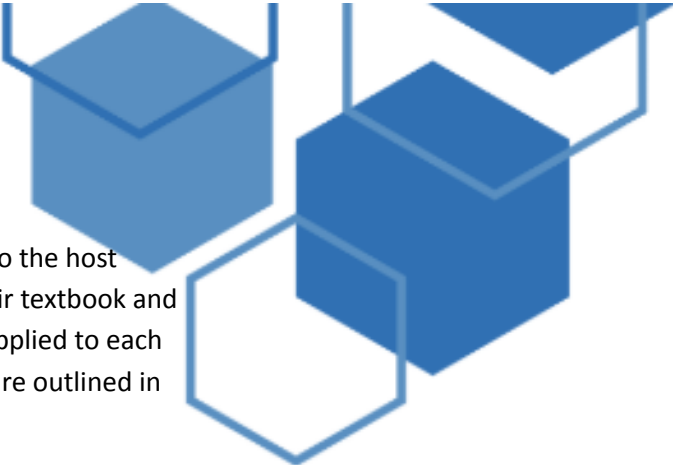


2026 Fall ITV Handbook



Marc Johnson Executive Director 320-396-5211 mjohnson@ecmecc.org	Jeremy Mikla Instructional Technology Specialist 320-396-5214 jmikla@ecmecc.org	Nicole Pruden Network/Security Administrator 320-396-5219 npruden@ecmecc.org
Jenny Gilman Admin Assistant 320-396-5213 jgilman@ecmecc.org	Immediate ITV Assistance: Call Jenny Call Jeremy Call Marc itv@ecmecc.org 	Samantha Bobowski Network Operations Specialist 320-396-5212 sbobowski@ecmecc.org

ECMECC is 48,000 students, 3400 faculty/administrators and 2600 educational support staff from 24 member school districts and Pine Technical and Community College. ECMECC utilizes technology, information and communication tools to expand educational opportunities for students, staff and community members in East Central Minnesota and beyond. ECMECC was founded in 1983 to make great things happen for students. We still do.



TEXTBOOKS AND CLASSROOM MATERIALS

The host (teacher site) school will supply all textbook and classroom materials necessary for the ITV class. These materials will be returned to the host site at the end of the class. Students should be held responsible for their textbook and materials. Teachers should keep a record of textbooks and materials supplied to each school. Procedures for Pine Technical and Community College courses are outlined in Appendix A.

ATTENDANCE

ECMECC teachers must keep daily attendance records for all students. Quarterly attendance records for report cards will be based on teacher records. Each teacher is also responsible to report daily absence as required by the remote site principal.

TECHNICAL DOWNTIME

The teacher must call the principal's office at the remote site school at the beginning of the hour to alert the remote site school to the problem. The remote site school must be notified if the system is not functioning correctly. The remote school, after notification by the teacher, will be responsible for student supervision until the problem is corrected.

If the system is partially functional every effort should be made to continue the class. If remote site students can see and hear the teacher, the class can continue. If remote site students cannot see and hear the teacher, the teacher should contact the school and/or students to relay the assignment. The host site teacher should then notify the ECMECC office of the issue.

REMOTE SITE TEACHING POLICY

ECMECC teachers should plan to teach at least one time per quarter from the remote site schools. The teacher can also schedule additional visits each quarter. All visits must be approved in advance by the home site principal so that substitute teacher arrangements can be made. Additional visits may be approved as needed.

CLASS SIZES

Remote site schools may place no more than 8 students in any ITV class without prior approval of the host school. Circumstances including, but not limited to, number of remote sites, number of students at the host site and course content may result in lower remote site student limits. The host school has full rights to dictate the number of students allowed in any remote site.

COLLEGE CREDIT COURSES

Students from remote sites registering for any college credit course must fulfill the same prerequisite requirements as students in the host school including any placement testing. The remote school is responsible for seeing that all students registered in the class have met all prerequisites. The host school is responsible for registration of all students, including those at remote sites, with the higher education institution.





TECHNOLOGY

Remote schools are responsible for providing their students with the same (or make similar accommodations for) technology that is issued to or used by the host school.

SUPERVISION OF STUDENTS

ITV classes meet according to the schedule of the host school. Daily bell schedules and calendars among districts are not consistent. Hybrid classes may meet less than five days per week. Schools may experience late starts, early releases, or other schedule adjustments. These and other issues will result in students who are not supervised, at times, by the host school. The remote site school is responsible for the behavior of their students at all times including those times when the students are not directly supervised by the host school.

ASSESSMENTS

The host school may ask a remote school to provide a proctor to be in the ITV room when students are participating in a major (summative) assessment. Proctors should be actively involved in the supervision of the remote site students during assessment activities. Proctors do NOT need to be a licensed teacher.

ECMECC FIELD TRIP POLICY

ECMECC encourages and will sponsor electronic / virtual field trips for ITV classes. ECMECC will pay any connection or tuition related fees for ONE virtual field trip per course per year. **The field trips must be approved in advance.** Assistance with planning field trips will be provided by the ECMECC instructional technology specialist. Please consult the ECMECC website for information on the approval process.

Coordination of traditional field trips for ITV classes is the responsibility of the host school. Transportation arrangements and costs must be coordinated between the host and remote schools. ECMECC will not arrange transportation or pay any costs associated with traditional field trips.

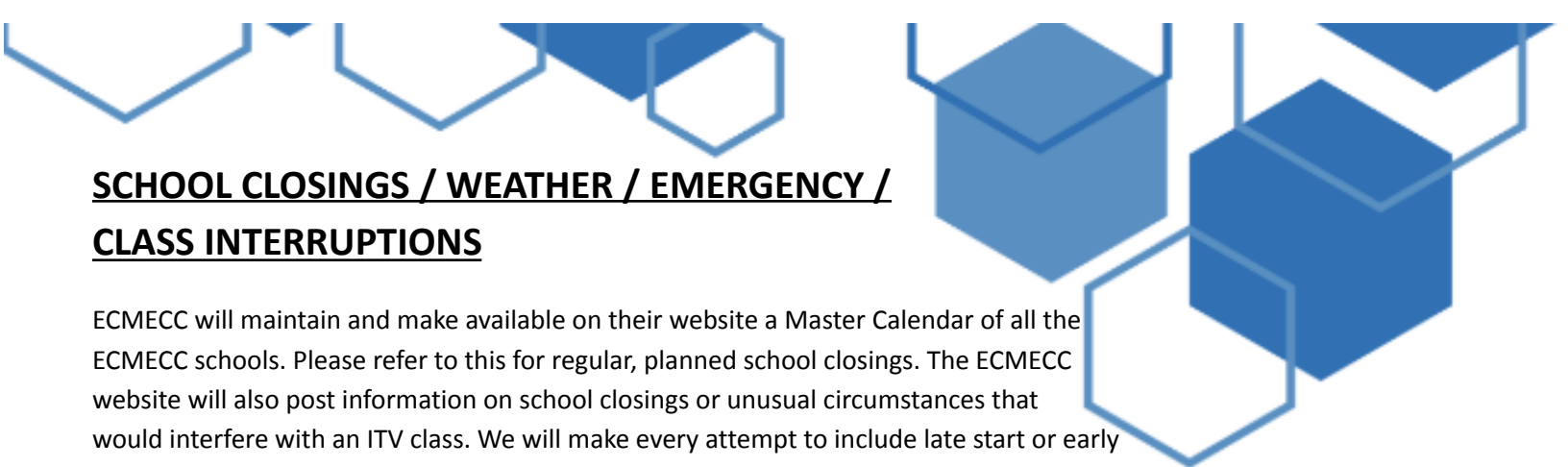
MIDTERMS

Midterm reports (positive or negative) should be handled by the host districts procedure. All students must be notified if they are failing. Midterm reports should be sent to the remote site principal or designee. The principal will notify the student and parent. PTCC does not have official midterm grades. Students should login to D2L or connect with their instructor should they have questions regarding their progress.

GRADE REPORTING

Quarter, trimester and/or semester grades for ECMECC classes must be provided to the remote schools by 4:00 p.m. on the first (1st) working day after their grading period ends. Teachers are encouraged to work with remote site staff to gain access to their student information systems for direct input of grade information. In lieu of remote access, grades may also be reported in writing on the standardized ECMECC form (Appendix B) and sent to the remote school.





SCHOOL CLOSINGS / WEATHER / EMERGENCY / CLASS INTERRUPTIONS

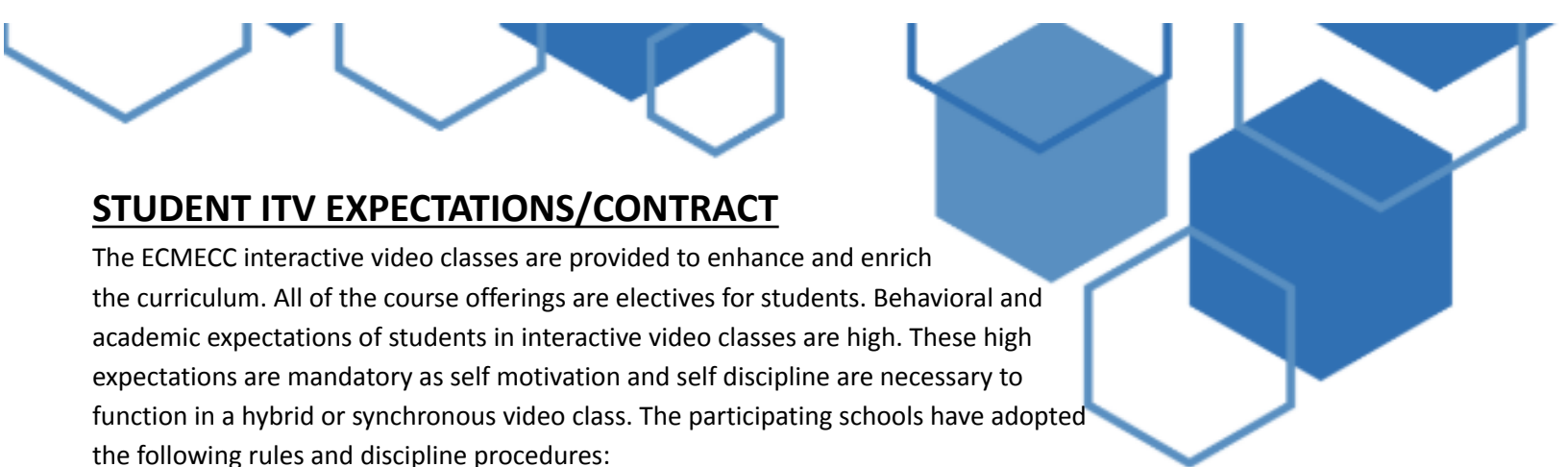
ECMECC will maintain and make available on their website a Master Calendar of all the ECMECC schools. Please refer to this for regular, planned school closings. The ECMECC website will also post information on school closings or unusual circumstances that would interfere with an ITV class. We will make every attempt to include late start or early release information due to weather or other emergencies. Teachers should consult the website before calling a school site or ECMECC if students at a remote site do not show up as expected for a class.

Teachers and Facilitators should coordinate and contact each other when other changes occur in their school (such as an assembly, testing, temporary schedule change, etc.) that might affect ITV classes.

ECMECC FACILITATOR RESPONSIBILITIES

ECMECC facilitators are generally responsible for the “fixed” ITV room(s) in a district. The duties of the ECMECC facilitator are essential for the success of the ITV program in a school. Facilitators have the following responsibilities.

1. Deliver mail/scan/email correspondence to the ITV classroom(s) and mail/scan/email materials back to teachers EACH DAY.
 2. Provide support, as needed, to the ITV teacher(s) in your school.
 3. Serve as the local contact for all ECMECC related activities.
 4. Provide general technical support to teachers and classes using the ITV rooms.
 5. Assist with distribution and collection of tests/assessments for remote site classes.
 6. Communicate with the ECMECC offices when needed to report technical issues, changes in school schedules and other issues that may arise.
 7. Follow and apply any local procedures for rooms in your building. This may include posting fire drill information, lock-down procedures and ensuring students know what to do; making sure rooms are properly furnished, cleaned, etc. These rooms belong to your school!
 8. The ECMECC ITV rooms may (very seldom) be used after school and during the evening for meetings, classes and other activities. As paid ECMECC staff persons, facilitators have an ESSENTIAL responsibility to help ensure the success of these activities. Facilitators are expected to be present at the start of any meetings, classes or functions that utilize the ITV equipment. If a facilitator cannot be present, they must arrange for a suitable substitute to be present
- 



STUDENT ITV EXPECTATIONS/CONTRACT

The ECMECC interactive video classes are provided to enhance and enrich the curriculum. All of the course offerings are electives for students. Behavioral and academic expectations of students in interactive video classes are high. These high expectations are mandatory as self motivation and self discipline are necessary to function in a hybrid or synchronous video class. The participating schools have adopted the following rules and discipline procedures:

CLASSROOM RULES

1. Insubordination, violence, harassment, and vandalism of any kind will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
2. Inappropriate verbal or written language and gestures will not be tolerated.
3. Classroom procedures must be followed.
 - a. Class starts/ends according to your home site bell.
 - b. When entering the ITV classroom please be respectful of classes that may be in session. Enter quietly and be seated.
 - c. Students must sit within camera view at all times.
 - d. Students must not mishandle the equipment in the classroom.
 - e. No food or drink will be allowed in the classroom.
 - f. No personal electronic devices including, but not limited to, cell phones and MP3 players may be used in the classroom unless otherwise directed by the instructor.
 - g. Students must follow all other rules as specified by the teacher.

The following procedure will be followed for students who do not follow the above rules:

First Infraction:

The student will be given a verbal warning and a letter of the infraction will be sent by the teacher to notify his or her parents. A copy of the letter will also be sent to the student's principal by the teacher.

Second Infraction:

The student will be removed from the class and may receive no credit for the class.

Severe Infraction:

The student will be removed from the class and may receive no credit for the class.

Each student and the student's parent/guardian must sign this form. Signing the form indicates that the student and parent understand the discipline procedure and its enforcement. The signed form must be returned to the teacher prior to the beginning of class.

Student Signature: _____

Parent/Guardian Signature: _____

Address: _____ Telephone: _____



ECMECC ITV Member District Contacts

Braham Area High School
531 Elmhurst Ave S
Braham MN 55006
320-396-3313
www.braham.k12.mn.us

Superintendent:	Ken Gagner	320-396-5199	kgagner@braham.k12.mn.us
Principal:	Shawn Kuhnke	320-396-5201	skuhnke@braham.k12.mn.us
Technology Coordinator:	Alexa Denney	320-396-5206	adenney@braham.k12.mn.us
Counselor:	Staci Kuhnke	320-396-5215	stacikuhnke@braham.k12.mn.us
Grade Reporting:		320-396-5217	@braham.k12.mn.us
ITV Facilitator:	Jen Eklund	320-396-5232	jeneklund@braham.k12.mn.us

Brandon-Evansville High School
206 West Third St
Brandon, MN 56315
320-834-4084
www.b-e.k12.mn.us

Superintendent:	JJ Lamb	320-834-4084 ext 6140	jlamb@b-e.k12.mn.us
Principal:	Eric Schoenbauer	320-834-4084 ext 2101	eschoenbauer@b-e.k12.mn.us
Technology Coordinator:	Kasi Sieling	320-834-4084 ext 2161	ksieling@b-e.k12.mn.us
Counselor:	Scott Steele	320-834-4084 ext 2152	ssteele@b-e.k12.mn.us
Grade Reporting:		320-834-4084 ext	
ITV Facilitator:		320-834-4084 ext	
ITV Teacher	Tom Gasser	320-834-4084 ext 2153	tgasser@b-e.k12.mn.us
	Robert Bosma	320-834-4084 ext 2155	rbosma@b-e.k12.mn.us

Cambridge-Isanti High School
430 NW 8th St
Cambridge MN 55008
763-689-6066
www.c-ischools.org

Superintendent:	Nate Rudolph	763-689-6202	nrudolph@c-ischools.org
Principal:	Steve Gibbs	763-689-6002	sgibbs@c-ischools.org
Asst. Principal:	Brent Swaggert	763-689-6024	bswaggert@c-ischools.org
	Elizabeth Young	763-689-6008	eyoung@c-ischools.org
Technology Coordinator:	Ray Sperl	763-689-6236	rsperl2@c-ischools.org
Counselor:	Kara Martin	763-689-6022	kmartin@c-ischools.org
	Amber Strom	763-689-6449	astrom@c-ischools.org
	Rachel Senarighi	763-689-6019	rsenarighi@c-ischools.org
Grade Reporting:			
ITV Facilitator:	Jim Godfrey	763-689-6480	jgodfrey@c-ischools.org
ITV Teacher:			

ECMECC ITV Member District Contacts Continued

Chisago Lakes Area Schools
29400 Olinda Trail
Lindstrom MN 55045
651-213-2500
www.isd2144.org

Superintendent:	Brian Dietz	651-213-2096	bdietz@isd2144.org
Principal:	Brent Stavig	651-213-2501	bstavig@isd2144.org
Director of Technology:	Mike Klun	651-213-2015	mklun@isd2144.org
	David Pruden	651-213-2019	dpruden@isd2144.org
Counselor:	Amy Malloy	651-213-2511	amalloy@isd2144.org
	Carter Vogt	651-213-2509	cvogt@isd2144.org
	Alyssa Chowdhury	651-213-2508	achowdhury@isd2144.org
Grade Reporting:	Tammy Yackley	651-213-2501	tyackley@isd2144.org
ITV Facilitator:	Avery Bird	651-213-2591	abird@isd2144.org

East Central High School
61085 State Hwy 23
Finlayson MN 55735
320-245-2289
www.eastcentral.k12.mn.us

Superintendent:	Steff Youngberg	320-245-6001	syoungberg@eastcentral.k12.mn.us
Principal:	Steff Youngberg	320-245-6001	syoungberg@eastcentral.k12.mn.us
Technology Coordinator:	Bill Groskreutz	320-245-6038	bill@eastcentral.k12.mn.us
Counselor:	Cassie Gaede	320-245-6092	cgaede@eastcentral.k12.mn.us
Grade Reporting:	Kayla Nelson	320-245-6016	knelson@eastcentral.k12.mn.us
ITV Facilitator:	Donna Cherrier	320-245-6037	dcherrier@eastcentral.k12.mn.us
ITV Teacher:	Cassie Gaede	320-245-6092	cgaede@eastcentral.k12.mn.us
	Daryl Baumann		dbaumann@eastcentral.k12.mn.us

Hinckley/Finlayson High School
P.O. Box 308
Hinckley MN 55037
320-384-6132
www.hf.k12.mn.us

Superintendent:	Mike McNulty	320-384-6277	mmcnulty@isd2165.org
Principal:	Joe Lattimore	320-384-6132	jlattimore@isd2165.org
Technology Coordinator:	Mike McKee	320-384-6277 ext1600	mmckee@isd2165.org
Counselor:	Katie Hartl	320-384-6132	khartl@isd2165.org
Grade Reporting:	Jennifer Olander	320-384-6132	jolander@isd2165.org
ITV Facilitator:	Katie Hartl	320-384-6132	khartl@isd2165.org
ITV Teacher:	Tracey Johnson	320-384-6132	traceyjohnson@isd2165.org
	Lisa Hodena	320-384-6132	lhodena@isd2165.org
Attend Reporting:	Mandy Hartl	320-384-6132	mhartl@isd2165.org

ECMECC ITV Member District Contacts Continued

Isle High School
730 5th Ave S
Isle, MN 56342
320-676-3146
www.isle.k12.mn.us

Superintendent:	Dean Kapsner	320-676-3146	dkapsner@isle.k12.mn.us
Principal:	Jennifer Ernest	320-676-3494	jernest@isle.k12.mn.us
Tech Coordinator:	Justin LeClair	320-676-3101	jleclair@isle.k12.mn.us
Counselor:	Brian Miner	320-676-3101 ext243	bminer@isle.k12.mn.us
Grade Reporting:			
ITV Support:	Tara Soderstrom	320-676-3101 Ext 227	tarasoderstrom@isle.k12.mn.us

Milaca High School
500 Hwy 23 West
Milaca MN 56353
320-982-7206
www.milaca.k12.mn.us

Superintendent:	David Wedin	320-982-7191	david.wedin@milaca.k12.mn.us
Principal:	Damian Patnode	320-982-7371	damian.patnode@milaca.k12.mn.us
Technology Coordinator:	Noelle Robertson	320-982-7299	noelle.robertson@milaca.k12.mn.us
Counselor:	Trina Olson	320-982-7233	trina.olson@milaca.k12.mn.us
	Caprice Larson	320-982-7351	caprice.larson@milaca.k12.mn.us
	Amanda Otto-Kamps	320-982-7235	amanda.otto-kamps@milaca.k12.mn.us
Grade Reporting:	Briana Walther	320-982-7223	briana.walther@milaca.k12.mn.us
ITV Facilitator:	Shelly Ash	320-982-7298	shelly.ash@milaca.k12.mn.us

Mora High School
118 9th St
Mora MN 55051
320-679-6220
www.moraschools.org

Superintendent:	Dan Voce	320-679-3560	danvoce@moraschools.org
Principal:	Brent Nelson	320-679-6220	bnelson@moraschools.org
Technology Coordinator:	Duke Pancake	320-679-6236	dukepancake@moraschools.org
Counselor:	Sarah Ellstrom	320-679-6220	sellstrom@moraschools.org
	Emily Kringen	320-679-6220	emilykringen@moraschools.org
Grade Reporting:	Sarah Ellstrom	320-679-6220	sellstrom@moraschools.org
ITV Facilitator:	Sarah Ellstrom	320-679-6220	sellstrom@moraschools.org

ECMECC ITV Member District Contacts Continued

North Branch High School
6644 Main St N
North Branch MN 55056
651-674-1500
www.isd138.org

Superintendent:	Sara Paul	651-674-1000	spaul@isd138.org
Principal:	Clint Link	651-674-1505	clink@isd138.org
Assistant Principal:	Andrea Thiner	651-674-1506	athiner@isd138.org
Technology Coordinator:	Darin Marcussen	651-674-1099	dmarcussen@isd138.org
	Brian Moffet	651-674-1098	bmoffet@isd138.org
Counselor:	Roberta Backus	651-674-1551	rbackus@isd138.org
	Stacy Redding	651-674-1604	sredding@isd138.org
ITV Contact:	Sherri Keller	651-674-1526	skeller@isd138.org
ITV Alt Contact: (HS Office Manager)	Sheri Rodlund	651-674-1511	srodlund@isd138.org

Ogilvie High School
333 School Drive
Ogilvie MN 56358
320-272-5000
www.ogilvie.k12.mn.us

Superintendent:	Kevin Ricke	320-272-5075	kricke@ogilvie.k12.mn.us
Principal:	Sue Davis	320-272-5005	sdavis@ogilvie.k12.mn.us
Technology Coordinator:	Becky Coleman	320-272-5000	bcoleman@ogilvie.k12.mn.us
Counselor:	Kim Colvin	320-272-5030	kcolvin@ogilvie.k12.mn.us
Grade Reporting:	Lisa Hickerson	320-272-5000	lhickerson@ogilvie.k12.mn.us
ITV Facilitator:	Jesse DeYoung	320-272-5000 ext 344	jdeyoung@ogilvie.k12.mn.us

Osakis High School
500 1st Ave E
PO Box X
Osakis, MN 56360
320-859-2191
www.osakis.k12.mn.us

Superintendent:	Louisa Glenetske	320-859-2191 ext 1188	lglenetske@osakis.k12.mn.us
Principal:	Brad Hoffarth	320-859-2191 ext 1300	bhoffarth@osakis.k12.mn.us
Technology Coordinator:	Sue Laubach	320-859-2191 ext 1221	dtc@osakis.k12.mn.us
	Tim Larson	320-859-2191 ext 1126	tlarson@osakis.k12.mn.us
Counselor:	Lindsay Kugel	320-859-2191 ext 1304	lkugel@osakis.k12.mn.us
Grade Reporting:			
ITV Facilitator:	Jennifer Kallstrom	320-859-2191 ext 1307	jkallstrom@osakis.k12.mn.us
	Lindsay Kugel	320-859-2191 ext 1304	lkugel@osakis.k12.mn.us

ECMECC ITV Member District Contacts Continued

Pine City High School
1400 Main St S
Pine City MN 55063
320-629-4000
www.pinecity.k12.mn.us

Superintendent:	Cindy Stolp	320-629-4011	cstolp@isd578.org
Principal:	Gina Ausmus	320-629-4111	gausmus@isd578.org
Assistant Principal:	Stephanie Lorsung	320-629-4118	slorsung@isd578.org
Technology Coordinator:	Matt Baker	320-629-4180	mbaker@isd578.org
Counselor:	Samantha Hardy	320-629-4121	shardy@isd578.org
	Erik Olson	320-629-4123	eolson@isd578.org
Grade Reporting:	Heather Peterson	320-629-4120	hpeterson@isd578.org
ITV Facilitator:	Dakota Shearer	320-629-4195	dshearer@isd578.org
ITV Teacher:	Dakota Shearer	320-629-4195	dshearer@isd578.org
	Jena Dennis	320-629-4190	jdennis@isd578.org

Princeton High School
807 8th Ave S
Princeton MN 55371
763-389-4101
www.isd477.org

Superintendent:	Patrick Devine	763-389-6190	patrick.devine@isd477.org
Principal:	Ryan Jensen	763-389-6010	ryan.jensen@isd477.org
Technology Coordinator:	Jasen Webb	763-389-7253	jasen.webb@isd477.org
Counselor:	Tricia Ford	763-389-6016	tricia.ford@isd477.org
Grade Reporting:	Gwen Rapp	763-389-6018	gwen.rapp@isd477.org
ITV Facilitator:	Rebecca Fuller	763-389-6069	rebecca.fuller@isd477.org
	Britteny Muus	763-389-6050	britteny.muus@isd477.org

Rush City High School
51001 Fairfield Ave
P.O. Box 566
Rush City MN 55069
320-358-4795
www.rushcity.k12.mn.us

Superintendent:	Jeff Horton	320-358-4855	jhorton@rushcity.k12.mn.us
Principal:	Coleman McDonough	320-358-4795	cmcdonough@rushcity.k12.mn.us
Technology Coordinator:	Dane Halverson	320-358-1363	dhalverson@rushcity.k12.mn.us
Counselor:	Annie Knutson	320-358-1324	aknutson@rushcity.k12.mn.us
Grade Reporting:	Katie Piehl	320-358-1263	kpiehl@rushcity.k12.mn.us
ITV Facilitator:	Julie Risland	320-358-1286	jrisland@rushcity.k12.mn.us
ITV Teacher:	Jim Monson	320-358-4795	jmonson@rushcity.k12.mn.us

ECMECC ITV Member District Contacts Continued

Pine Technical & Community Coll
900 4th Street SE
Pine City MN 55063
320-629-5100 or 800-521-7463
www.pine.edu

President:	Joe Mulford	320-629-5120	joe.mulford@pine.edu
Dean of Student Affairs:	Kierstan Peck	320-629-5180	kierstan.peck@pine.edu
Director of Dual Enrollment:	Jen Rancour	320-629-5189	jen.rancour@pine.edu
Tech Support	Adam Jensen	320-629-5186	adam.jensen.3@pine.edu
ITV Teacher:	Brittany Rappl		brittany.rappl.2@pine.edu
	Teresa Hasbrook		teresa.hasbrook@pine.edu
	Greg Pardun		greg.pardun@pine.edu
	Mark Zierden	320-629-5136	mark.zierden@pine.edu
	Jennifer Reynolds	320-629-4556	Jennifer.reynolds@pine.edu
	Chris Morgan	320-629-4545	chris.morgan@pine.edu
	Walter Boyd		walter.boyd@pine.edu
	Sarah Fritsch		sarah.fritsch@pine.edu
	John Singh		john.singh@pine.edu

ECMECC ITV Non-Member District Contacts

Herman-Norcross School District
504 Lois Ave N
Herman, MN 56248
320-677-2291
www.hncs.k12.mn.us

Superintendent:	Jessica Dietz	320-677-2291	jdietz@h-nschool.com
Tech Coordinator:	Jessica Dietz	320-677-2291	jdietz@h-nschool.com
ITV Contact:			
District Secretary:	Jennifer Dunn	320-677-2291	jdunn@h-nschool.com

ECMECC Contacts

If you are having ITV issues and need immediate assistance do the following, in this order:

1. Call Jenny 320-396-5213, if there is no answer don't leave a message move on
2. Call Jeremy 320-396-5214, if there is no answer don't leave a message move on
3. Call Marc 320-396-5211, if there is no answer don't leave a message move on
4. Email: itv@ecmecc.org, this will go to all ECMECC staff, wait for a response

PTCC TEXTBOOK PROCEDURE FOR ECMECC CLASSES

Pine Technical and Community College Responsibility

1. PTCC will provide partner high schools with the list of required textbooks, including estimated costs for all courses.
2. PTCC instructors follow the internal textbook ordering process to notify the Campus Store of the ITV textbook requirements and projected enrollment for courses
 - a. The Dean of Student Affairs can assist faculty in determining projected enrollment..
3. The Dean of Student Affairs will provide updated enrollment projections for ITV courses to Campus Store staff by the following dates:
 - a. June 15: fall courses
 - b. November 15: spring courses
4. PTCC will create a custom website for ITV courses to facilitate a streamlined textbook purchasing process, more to come (i.e. unique link to website)
5. PTCC Business Office will bill school districts for ITV textbooks and access codes.



Pine Technical &
Community College

School District Responsibility

1. In the spring prior to the academic year in which an ITV course will be offered, HS ITV facilitators will work with counselor/principal to determine the following:
 - a. Which classes will be offered the following year
 - b. Projected enrollment
 - c. Textbook ordering needs
2. High schools have the option to purchase required textbooks through the PTCC Campus Store, directly through the publisher, or from other vendors (i.e. Amazon).
3. **If a high school plans on ordering books through the PTCC Campus store**, the HS ITV facilitator must indicate their plan to do so to the PTCC ITV facilitator by the following dates:
 - a. June 1: fall courses
 - b. November 1: spring courses
4. The HS ITV facilitator will also communicate to PTCC ITV facilitator, on the dates listed above, the projected enrollment for each course.
5. A designated high school official must place an online order for the required ITV textbooks each semester
6. Courses with access codes must be ordered by the student online. The new process provides the option to activate the code once the payment method is approved.
 - a. PTCC will invoice the school for the purchase along with the tuition and fees.

REPORT OF GRADES TO REMOTE ECMECC SCHOOLS

Quarterly grades for ECMECC classes must be phoned or faxed to the remote schools by 4:00 p.m. on the 1st working day after the quarter ends. Grades must also be reported in writing and sent to your remote student's school (not to the ECMECC office). You may use this form for reporting grades.

HOST SCHOOL:					
INSTRUCTOR’S NAME:					
CLASS TITLE:					
REMOTE SCHOOL:					
STUDENT NAME	GRADE QRT 1	GRADE QRT 2	GRADE SEMESTER EXAM	GRADE SEMESTER 1	
STUDENT NAME	GRADE QRT 3	GRADE QRT 4	GRADE SEMESTER EXAM	GRADE SEMESTER 2	FINAL CLASS GRADE

