

## **DISTANCE LEARNING PROJECT REFERRING PARTNER AGREEMENT**

The requirements for ABLE programs serving as Referring Programs (RPs) and for the ABLE programs serving as the Distance Learning Hubs (DLH) following.

The RP programs will agree to:

- Provide ABLE orientation to students,
- Orient the student to expectations and provide a general overview of distance instruction procedures,
- Determine the student's computer skills and suitability for distance instruction,
- Orient the student to expectations and provide a general overview of distance instruction procedures,
- Pretest the student with a standardized test,
- Establish a student portfolio for maintaining test results, data match waivers, and other items,
- Enter information about the student into ABLELink per directions provided by the State ABLE Program
- Refer a student who desires to study via distance and who meets distance study criteria to their DLH partner,
- Obtain necessary waivers for sharing of student information between programs,
- Provide appropriate student information to the DLH,
- Arrange for the student to obtain instructional materials, if applicable,
- Review student progress with the DLH personnel,
- Input progress, seat time and other student data into ABLELink,
- Provide any face-to-face supplemental instruction needed by the distance student,
- Assist the student to obtain a free e-mail account if needed,
- Provide students with locations of computers that could be used for free (libraries, etc.)
- Provide progress-testing for the student,
- Complete surveys and questionnaires, compiled by the University of Michigan Project IDEAL team as required (to be determined),
- Prepare and submit progress reports as required,
- Attend meetings during FY 2010 (to be determined)

The DLH would do the following:

- Provide students with more specific orientation to distance instruction,
- Develop with the student the individual learning plan,
- Provide instructional support and monitoring of student instructional activity,
- Maintain internal seat time and other student progress records,
- Report at least quarterly to the RP on student progress and hours,
- Inform students when it is time to return to the RP for progress-testing,
- Continue to provide distance services to the program's own "resident" students
- Complete surveys and questionnaires, as required (to be determined),
- Attend meetings during FY 08 (to be determined),
- Prepare and submit progress reports as required,
- Take part in periodic conference calls, meetings, and/or Video Conferencing segments (when requested) ,
- Ensure that any new teachers and/or administrators participate in the training offered through the ABLE Technology Task Force for new distance teachers

By your signature below you indicate your understanding of the responsibilities of the RP and your willingness and intention to fulfill them.

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Name and Title (Type or Print)

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Signature

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Program