



Turtle River School Division - Administrative Procedure

Section D – Student Services InformNet Courses

Eligibility for InformNet Courses

- Students enrolled in the Turtle River School Division may undertake InformNet courses under the following conditions:
 - The course is not offered at the student's school.
 - The student encounters a timetable conflict that prevents enrollment in the course within the school.
 - The course is part of a Student Specific Plan.
- Students must be in **regular attendance** at their enrolled school.
- Prior **written approval** from the school principal is required before a student can enroll in an InformNet course.

Reimbursement of Course Fees

- Turtle River School Division will reimburse **50%** of the registration fee at the time of registration for an approved InformNet course.
- The remaining **50%** of the registration fee will be reimbursed upon submission of proof of **successful course completion** to the secretary-treasurer.

Restrictions on Reimbursement

- Students will **not** be eligible for reimbursement if:
 - The course is **offered** at the student's school.
 - No **timetable conflict** exists that prevents the student from enrolling in the course at the school.

Course Authorization

- The **school principal** has the authority to approve or deny a student's request to take an InformNet course.
- The principal may refer any questions regarding course approval to the **superintendent**.

Definition of an Acceptable Course

- An **acceptable course** is defined as:
 - A course necessary to complete the student's program requirements.
 - A course that complements the student's enrolled program.

Board Informed:	Last Reviewed:	Last Revision:



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- The **school principal** will determine the acceptability of a course, with the option to consult the **superintendent** for final determination if necessary.

InformNet courses demand students to be committed to consistent participation and independent completion of their work and assignments. The involvement of parents or guardians is also crucial, as their support and encouragement play a key role in fostering student success.

The host school is responsible for organizing and managing the marking of any provincial final examinations for students enrolled in InformNet courses.

This policy ensures that students have access to necessary and relevant coursework while maintaining oversight by school administration. Reimbursements are provided to support student success in completing approved external courses.

This policy is subject to review and revision by the Turtle River School Division administration.

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Section D – Student Services InformNet Registration Form

InformNet Registration Form

Name of student: _____ D.O.B. (mm/dd/yyyy) _____

School: _____ Student MET# _____

Course Requested: _____ Semester 1 or 2: _____

Reason for InformNet Course:

- ☐ Course is not offered at this school
- ☐ Timetable conflict
- ☐ Wanting an additional course to fill spares
- ☐ Catching up on missed credits
- ☐ Other: _____

Registration Information:

Student email address: _____

Parent/guardian email address: _____

Payment agreement:

- Turtle River School Division will reimburse **50%** of the registration fee at the time of registration for an **approved** InformNet course.
- The remaining 50% of the registration fee will be reimbursed upon submission of proof of successful course completion to the secretary-treasurer.

We (student and parent) have read the Academic Honesty Policy:

<https://www.informnet.mb.ca/academichonesty.html>

Student Signature

Parent/Guardian Signature

Principal Signature

Division Signature

Date: _____

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September 10, 2024		