Dear Fellow Educator-

My purpose for reaching out today is to provide you with relevant information about Indiana Connections Academy and introduce myself as a point of contact for high school leadership and counseling teams to assist with questions related to our virtual learning environment. Please forward this message accordingly.

**Indiana Connections Academy** (INCA) is a K–12, tuition-free, online public charter school serving students throughout Indiana**.** We are authorized by Ball State University and our teaching center and administrative offices are located in Indianapolis. INCA was founded in 2010 when the Department of Education selected Connections Academy to serve students throughout Indiana as part of the Virtual School Pilot Program. In the fall of 2011, Indiana Connections Academy became a charter school.

INCA’s current K-12 enrollment is approximately 4800 students.

·         K-5 = 800 students

·         6-8 = 1100 students

·         9-12 = 2900 students

Our Indiana Connections Career Academy (INCC) grades 9-12  has an enrollment of 400 students

**We are committed to ensure students are selecting the environment which promotes the best opportunities for academic success and equip our local schools with the information to confidently advise students and parents who are specifically considering INCA’s virtual learning environment.**

Listed below are key points addressing frequently discussed topics. You may also click [here](https://www.connectionsacademy.com/Portals/14/ca-schools/inca/documents/pdfs/1819_INCA_SchoolProfile.pdf) to view our 2017-18 school profile as an additional reference:

**1.**       **INCA is not a credit recovery program, alternative school, adult education or an accelerated learning environment.**

o   *Expelled students will not be allowed to enroll until the end of the term of expulsion*

o   *Students are not able to finish a course early and start another in the same semester*

o   *Students who are over-age and off cohort are better served through adult education opportunities*

**1.**       **Technology Requirements**

o   *INCA does not provide students with computers or laptops*

o   *Students must have reliable technology and internet service*

o   *Students must have Microsoft Office or compatible software, Adobe Reader and Adobe Flash Player*

o   *Textbooks and reference materials are 100% on-line*

***2.***       **Enrollment Timelines and Waiting List**

o   *INCA’s charter identifies  an enrollment cap of 5000 students*

o   *Enrollment paperwork is processed through our corporate offices in Baltimore, MD*

o   *Students must provide an unofficial transcript or current grade report for course placement review*

o   *Processing time varies depending upon enrollment/withdraws and whether there is a waiting list*

o   *INCA also has a ratio of 60% students enrolling from brick & mortal schools and 40% of students enrolling are entering from home-school*

o   *Enrollment may take 3-5 working days or longer depending upon enrollment numbers and/or administrator review*

o   *Students should not withdraw from current school until they have been notified of approved enrollment.*

o   *Records requests are initiated by our administrative assistants once the student moves to  “enrolled”*

**3.**       **INCA students attend school full-time**

o   *Enrolled student take a minimum of 6 classes per semester*

o   *Courses are taken simultaneously*

o   *Students cannot be enrolled as a full-time student elsewhere and elect to take courses with INCA*

o   *Students entering after the start of the semester are placed in courses according to the curricular timelines and students are responsible for the course material as tested on the final exams*

o   *Withdraw grades from previous school are factored into students overall course grades*

**4.**       **INCA adheres to state attendance and truancy guidelines**

o   *Students are required to attend 30 hours of school a week*

o   *Parents/Learning Coaches are responsible for entering attendance daily*

o   *Attendance must reflect progress towards course completion*

o   *Students in escalation for attendance or participation can be suspended, expelled, reported as truant to local judicial systems, and social security benefits/work permits and/or driver’s license privileges revoked*

**5.**       **INCA follows the Indiana Core 40 Diploma requirements**

o   *Students complete requirements to earn a General, Core 40, Academic or Technical Honors diploma*

o   *Students are required to  participate in  ISTEP10/ISTEP+/ECA and must travel to a satellite location to take the exams*

o   *Participation in exams, remediation and attendance are required for waiver eligibility*

**6.**       **Local Graduation Requirements**

o   *To be eligible to graduate and earn a diploma from INCA, student must be enrolled full time at Indiana Connections Academy during the semester immediately prior to graduation*

o   *Earn credit in a minimum of 10 courses which are required for graduation at INCA, with at least 3 courses of earned credit in the semester immediately prior to graduation.*

o   *12th graders attempting to enroll in semester 2 of their senior year would not meet this criteria.*

**7.**       **INCA students are held to the same rigorous expectations as those attending in a brick & mortar setting**

o   *The major difference is that students complete courses in their home environment on a flexible schedule*

o   *Students must be able to self-advocate and possess a high level of discipline*

o   *It is essential for parents to be involved in the virtual education process*

o   *Students rapidly completing credit recovery courses, either on their own schedule or by "testing out" should not expect the same on-line framework through INCA.*

I anticipate the above points to generate additional questions. The feedback I received from stakeholders across the state indicated a need to get some information into your resourceful hands.   Feel free to contact me with any questions you may have in the future. You may also search our website at [www.ConnectionsAcademy.com/INCA](http://www.connectionsacademy.com/INCA).

**May the Force be with You,**

**Steph**

**Stephanie Austin  *(she / her)***

**Senior Manager of State Counseling**

**Indiana Connections Academies**

**Call or Text: (317) 758-8662**

***INCA - INCC Counselor Assignments -*** [***Click Here***](https://docs.google.com/document/d/1kJ1VJNAR7KFz-un_MQSCiMWOpSqFRD4gB7tGcDxn3VA/edit?usp=sharing)