

MOCAP REGISTRATION PROCESS

Eligibility

Students seeking direct admission into the MOCAP Launch Attendance Center must meet each of the following and submit all enrollment documentation:

- Resident of Missouri
- Students who are expelled or who are currently on a 10 or more day suspension, are not eligible
- Must reach age 5 before the first day of August of the school year
- Students must be enrolled full-time and maintain 6 courses per semester for secondary and 4 courses for elementary
- Students must meet and maintain **State of Missouri immunization requirements**
- Juniors enrolling in the fall must have a minimum of 10 credits, and Juniors enrolling in the spring must have a minimum of 13 credits. Seniors enrolling in the fall must have a minimum of 18 credits, and Seniors enrolling in the spring must have a minimum of 22 credits
- Students must have met the academic and attendance requirements the semester prior if previously enrolled in Launch programming

Application Process

1. **Review eligibility requirements above**
 - Gather required documents
 - Proof of birth
 - Immunization records or religious vaccination exemption card
 - Proof of MO Residency
2. **Review Launch policies**
 - Full-time students must maintain course load
 - Students are responsible for adhering to the Academic & Attendance Policy
 - Families agree to Launch's virtual learning standards
3. **Ready to enroll?**
 - Once you've confirmed eligibility, collected documents, and reviewed policies, you're ready to **fill out the enrollment form**.

MOCAP Calendar

The MOCAP Launch program operates through Springfield Public Schools. Registration deadlines, and term start and end dates can be viewed launchvirtuallearning.com/calendar.

Devices

If your student is in need of a Chromebook to participate in their Launch courses, please contact the Launch Enrollment team so a device can be assigned to your student. There is a \$200 fee for any technology that is not returned. This includes Chromebooks, Hotspots and Garmin Heart Rate Monitors.

Note: Devices can not be issued until after a student is accepted into the program. It will be your responsibility to ensure your student has a means to participate while a device is being issued or in transit.

Student Schedules

Schedules are created for students following approval of admittance.

- Students in Kindergarten through 5th Grade will be enrolled in the following courses: Homeroom, ELA, Math, Sci/SS/Health, Art, Music, and PE.
- Students in 6th-12th Grade will be contacted by a member of the Launch Counseling team to discuss course options, scheduling and graduation requirements, if applicable.

Academic and Attendance Policies

All students accepted into the Launch MOCAP program must adhere to the Academic and Attendance Policies throughout their enrollment. Students who do not meet these expectations will be removed from the program without the option for readmittance for an academic year. Review the **MOCAP Academic and Attendance Policy**.

IEP/504 Plans (if applicable)

IEPs will be reviewed upon submission to ensure services can be appropriately implemented in a virtual setting while maintaining a Free Appropriate Public Education (FAPE). Providing the student's most recent and active IEP, Initial Evaluation, and/or most recent 3-Year Reevaluation can help expedite enrollment.

Section 504 Plan accommodations will be provided when appropriate and applicable to the virtual setting, with every effort made to support the student's access to learning.

Questions?

Email the enrollment team at enroll@launchvirtuallearning.com