

## Checklist for Parents of IEW Online Students

*After you enroll in an IEW Online class you will receive the Welcome Email.*

*Please complete all these items to ensure a smooth transition into IEW Online:*

- ☐ I have enrolled my student in the correct level course.
- ☐ I have purchased the required materials.  
If you are ordering from IEW, make sure you purchase at least two weeks before the first class meets to allow for processing and delivery.
- ☐ I will ensure that my student has access to a computer with high-speed internet and headphones.
- ☐ I will ensure that my student's computer has up-to-date software for Microsoft Word.  
You are responsible to install Word if your computer does not have this software.
- ☐ I understand that after first semester, I will need to enroll in the second semester of this course to get the full benefit of this class.

*At the beginning of August, you will receive the Informational Letter from your student's instructor.*

*Please complete these items to prepare for the first class:*

- ☐ I have read the Informational Letter sent by my student's instructor.
- ☐ I successfully logged into Toolbox.
- ☐ I have connected with the instructor so that she knows I am reading her emails and instructions.
- ☐ I plan to be actively involved in my student's IEW Online experience by checking their work and signing the Parent Checks on the homework checklist.

Note:

Unedited homework assignments are not acceptable and may receive an automatic zero.