



Freedom Learning

School Leader Handbook

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Welcome

Welcome to the Freedom Learning community! Freedom partners have access to hundreds of credit-based, high-quality online courses offered on campus or from home, and supported by caring and engaging teachers.

You work hard to facilitate a challenging, supportive learning environment for your students—and Freedom Learning courses expand the curriculum and number of expert educators your students can access! This handbook will guide you as you facilitate these courses, but if you need additional support, please don't hesitate to reach out. You can access support via:

- Email: hello@freedomlearning.org
- Web: freedomlearning.org
- Phone: **720-441-0221**

The best partnerships arise when schools designate 1) a primary point of contact to oversee the Freedom Learning program and 2) a staff member to monitor progress to ensure student success. We look forward to working with you and your families!

Critical Participation Requirements

- Students must be residents of Colorado and not older than 21.
- Parents must approve student participation and confirm residency each year.
- Freedom Learning staff members will contact families to help confirm residency and participation.
- Students enrolled in other state-funded, part-time programs may not also enroll in Freedom Learning. This is a rare occurrence, so to confirm, please notify Freedom Learning staff.
- Collection of student data is of critical importance and must start as soon as a school decides to take advantage of the Freedom Learning program. Freedom Learning staff can be very helpful with this step but we need to begin right away.
- Classes start on or around Tuesday, September 8, 2026. Students can start courses late, but no later than Friday, September 25, 2026.
- **Students MUST participate in Freedom Learning courses on Count Day, Thursday, October 1.**
- Students who do not will be withdrawn

New Student Enrollment Process

Partner schools are responsible for submitting new students who will participate in Freedom Learning courses for the upcoming school year as soon as participation in the Freedom Learning program has been decided.

For each new student, Freedom Learning will need to collect:

- Basic demographic data (included in the Enrollment Spreadsheet)
- Course enrollments
- Parent permission via an electronically signed document¹
- A birth certificate or other documentation may be required for some students in some situations

This process reduces administrative burden for families and ensures consistent documentation. In some cases, alternative enrollment workflows may be arranged in coordination with Freedom Learning.

Returning Student Reenrollment Process

Students who took Freedom Learning courses in the previous year do not have to be added to the Enrollment Spreadsheet. Partner schools do not need to re-submit returning student data or documentation.

For each returning student, Freedom Learning will need to collect:

- Course enrollments
- Parent permission via an electronically signed document¹

You can easily indicate that a previously participating student is no longer participating by shooting us an email. That will cause us to not seek course enrollment or parent permission for this school year.

Enrollment Status Report (ESR)

After a student's participation has been approved, Freedom Learning will send a welcome email and login credentials.

Freedom Learning will provide an [Enrollment Status Report \(ESR\)](#), which serves as a comprehensive record of:

- Enrollment status
- Course selections
- Student participation (fundability)

It is critical that your team monitor the ESR regularly to ensure all students meet participation and documentation requirements.

¹ State regulations require parent permission and annual residency verification. Partner schools are encouraged to notify families in advance that they will receive an email from Freedom Learning requesting completion of the digital residency form.

Course Selection

1. Students may enroll in as many courses as they wish, but **at least one course** in the Fall semester.
 - a. All students will be enrolled in Orientation and Study Skills and i-Ready courses. These courses do not contribute to the **one-course** requirement.
 - b. A “course” is defined as a .5 credit class, such as French 1A or the Fall Semester of Spanish 6.
 - c. *Driver’s Ed* cannot be taken alone but may be added for a student who has already met the one-course minimum enrollment requirement.
 - d. Spring enrollment is encouraged for students who meet the Fall enrollment requirement.
2. The last day to add Fall semester courses is **Friday, September 25, 2026**.
3. Courses may be changed pursuant to Freedom Learning’s Add/Drop policies.
4. Prerequisites are in the [Course Catalog](#). Your staff must ensure a student can succeed in a course.

Participation and Attendance Requirements

1. Classes start on or around **Tuesday, September 8, 2026**. Students can start courses late, but not after **Friday, September 25, 2026**.
2. Fall classes end on **Friday, December 18, 2026**.
3. Students **must** participate in at least one of their online courses (including Orientation and Study Skills) **between September 21–25**
4. Students must **again** participate in at least one of their online courses (including Orientation and Study Skills) again on **Thursday, October 1, 2026** or they may be withdrawn from their courses.
5. If a student absolutely cannot participate in class on Thursday, October 1, but *has participated in class between September 21-25*, that student may be granted an extension for 4 days. However, this extension is firm and final: students must participate in at least one of their online courses by Tuesday, October 6, 2026; if they do not, the student will be dropped from their course(s).
6. Participation is defined as a student logging into classes, reviewing content, and submitting work. Off-line orientation activities or in-person instruction do count as participation.
7. **Students who do not meet these mandatory participation requirements will be dropped from all courses for the school year. Readmission in the same school year is not permissible.**
8. If the student has not finished Fall course(s) by Friday, December 18, 2026, the course(s) will be extended through Friday, May 21, 2027.
9. Course extension requests may be submitted but no course will end after Friday, June 18, 2027.

Appendix

Technology Requirements & Recommendations

You care about your students' experience with Freedom Learning, and we care about YOU! In order to effectively partner with Freedom Learning and ensure student access to course content, the following technology requirements must be in place.

1. Students must have access to a Chromebook, Mac, or Windows computer to receive full functionality of the program. Chrome is recommended for Freedom Learning classes due to the way that it processes videos. Firefox is a solid alternative if Chrome is unavailable to your school.
2. Students will be provided with a Freedom Learning Google email account to access their courses and communicate with their teachers.
3. If you use Chromebooks on your campus, you may need to modify your security protocols to ensure students can access their laptops and course materials via their Freedom Learning email address.
4. If your school locks down third-party content from the internet. It may be necessary to implement an SSL solution to allow Freedom Learning course content to display properly. We recommend that you disable any popup blockers and add any external websites listed in a course description to your school's Allow List. Examples include:
 - a. <https://ssi.agilixbuzz.com/home>
 - b. <https://freedom.myschool.org/>
 - c. [Drive.google.com](https://drive.google.com)
 - d. [Gmail.com](https://gmail.com)
 - e. [Docs.google.com](https://docs.google.com)
 - f. [Zoom.us](https://zoom.us)
 - g. login.i-ready.com
5. It is important to test this functionality on the devices that your students will use to access their Freedom Learning courses on campus.
6. Some classes have specific technology requirements, all of which can be found in the course catalog. (An example of a course with specific technology requirements is below.)

Coding 1a: Introduction

Examines the technology used in day-to-day life and explores how the internet functions. Introduces how to create and build a website using HTML and CSS. Provides an introduction to programming languages like JavaScript and Python. Available for grades 7 through 8.

Prerequisite: Exploring Information Technology

Required Materials: Video/Audio recording device (eg. phone), Software Requiring a Login: Obvibase, Scratch, Lucidchart, OnlineGDB, Playcode.io

Logging In

Woohoo! Day one! Today, your students can check their new Google email for login credentials. The next step is to visit my.freedomlearning.org and log in through the "Sign in With Google" button. This allows them to use their Google school email address and password to log in.

Log-in instructions are here if students need more specifics: [Walk To Class](#)

Three courses link students to content that's hosted on another platform. Students in these courses won't need additional credentials but do need to access those courses from the my.freedomlearning.org page.

- SAT/ACT Prep
- Driver's Ed
- i-Ready

Navigating the Student Dashboard

Once the student has logged in to the mySchool portal, they will see the student dashboard. The dashboard contains a series of boxes in the middle of the screen and an information panel on the left side. Here's a summary of what students can access! [Watch Getting Started Freedom Learning Coach videos.](#)

- **Academic Snapshot:** this box contains a list of the active courses that the student is currently enrolled in. Click on a class, and a separate window will open where the student will access the class and their assignments.
- **Completed Courses:** this box contains a list of completed courses and their final grade for the course.
- **Upcoming Events:** this box contains a link to a calendar that the student can use to create notifications for themselves. It is not an academic calendar with preloaded information about the school year.
- **Messages:** this box contains messages from the instructors and faculty. This directly interfaces with the Gmail account.
- **Activity:** this box contains a record of how much time is spent in a particular course. All time is measured in minutes.
- **Contact School:** this will send an email to our help box at hello@freedomlearning.org
- **Mentor Information:** this link shows the contact information for the student's mentor (if one has been assigned).
- **Course Information:** this shows the contact information for the teacher of the course.
- **Suggested Pacing:** this gives a breakdown of where the progression of the student should be in order to complete a course by a specific date.
- **Gradebook:** this gives a breakdown of all graded assignments and upcoming assignments and when they were completed.
- **Student Activity:** this provides a detailed report of how long the student has been in each class.

Grading

Grades are percentage-based, and will continually update on the student portal as the student progresses and turns in assignments. Important: the current grade is reflective of both missing assignments and the quality of those assignments that have been submitted.

Your students have the flexibility and freedom to pace themselves as they'd like, which means the target due date for assignments is suggested, rather than required. While there is a penalty for not submitting work, late assignments are not penalized.

All questions about assignments or grades should be directed to the course's instructor. Teacher contact information is located on the first page of each course card. Students can connect with their online teacher via email, phone, chat, and video.

Grade Breakdown

100-89.5 = A

79.5-89.4 = B

69.5-79.4 = C

59.5-69.4 = D

0-59.4 = F

Note: Because of how grades are calculated in each system, if a discrepancy should ever develop between the Learning Management System and the Student Information System, the records contained in the Student Information System will prevail.

Reporting

Those with Coach credentials (often a staff member or coordinator at your school) receive access to the Academic Dashboard Report. This report will include all students associated with the Coach's account and will show:

- Private School Name
- Student ID
- First Name
- Last Name
- All courses in which your students are enrolled
- Pacing
- Percentage Grade
- Number of Assignments
- Date of Last Activity



The Academic Dashboard Report includes all courses for the current school year, including those that a student has completed.

It's your school's decision how, if at all, to share this information with their students and families. You may wish to use the data from this report to import grades into your report cards.

Student grades are finalized approximately one week after the close of the semester. We're happy to provide these, and other reports, to you electronically upon request.

Support

If students cannot remember their password, they should click "I forgot my password" on my.freedomlearning.org. Reset instructions will be sent to their Freedom email.

If a student continues to have trouble, or if you need anything at all, please contact us. We're here for you!

- Support by Email: hello@freedomlearning.org
- Support by Phone: **720-441-0221**

Partner School Readiness Checklist

This checklist is designed to support a smooth launch or renewal of your Freedom Learning partnership. It helps ensure shared understanding of key processes and expectations. Please review and confirm your understanding of the components below to support a successful partnership with Freedom Learning.

1. Enrollment Qualifications

- Review student eligibility requirements, including Colorado residency and age limitations.
- Understand restrictions related to participation in other state-funded part-time programs.

2. Annual Re-Enrollment and Enrollment Submission

- Understand the annual rollover process for returning students.
- Confirm procedures for submitting new students using the Enrollment Spreadsheet.
- Acknowledge that Freedom Learning sends required digital residency verification forms directly to families.

3. Participation and Attendance Requirements

- Review mandatory participation expectations, including Count Day requirements.
- Confirm responsibility for monitoring student participation using the Enrollment Status Report (ESR).

4. Technology Requirements and Recommendations

- Review device, internet, and software requirements for participating students.
- Understand technology recommendations that support student success.

5. Partner Handbook Review

- Confirm review of the Partner Handbook and understanding of key policies related to enrollment, participation, and program implementation.

6. School Point of Contact and Coach Identification

- Identify a primary point of contact for Freedom Learning.
- Confirm designated staff have reviewed the "**Getting Started**" materials and training resources.

Confirmation

Please sign below to acknowledge your review and understanding of these partnership requirements.

School Name

Administrator Name and Title

Signature

Date