

**Process for In-Progress COVID-19 Enrollment in FLVS courses  
Family Information and Agreement**

Florida Virtual School has been designated by the state as an alternative enrollment option for families during the school campus closures. A memo has been placed on the FLDOE website, it says in part:

“This option is available in the event a parent/student chooses not to follow the district’s COVID-19 Instructional Continuity Plan to finish this school year, and is only applicable to students who have in-progress courses that they wish to transition to FLVS Flex.”

Process

- The student/parent communicates with the School Counselor or School Administration of the desire to pursue the option of “In-Progress COVID-19 Enrollment in FLVS Courses”.
- The School Counselor or Administrator reviews the Family Information and Agreement with the parent and student. A copy will be provided via email. Parent should provide confirmation via email that they have received and agree to the requirements.
- The student registers for the class on the FLVS site. They must self-identify during registration or during the welcome call as a student enrolling due to COVID-19 and that they are requesting in-progress course enrollment.
- The School Counselor will approve the request, if appropriate.
- During the welcome call the family will again self-identify as a COVID-19 in-progress course enrollment.
- The FLVS teacher will assess the student to determine proper placement in the course segment, based on the skills demonstrated.
  - It is important to note that as a result of this evaluation, the student could be placed at an equivalent location in the course online as they were at their current school.
  - It is also possible the student will be placed earlier in the course (up to the beginning of the segment) based on the skills they demonstrate during this assessment.
- The student course progress with FLVS will be communicated back to the school upon return to on-campus classes or the end of the school year (no later than June 30, 2020).
- The student’s school of enrollment will accept the transfer grades and use that transfer grade and previous grades earned during the 2<sup>nd</sup> semester (if appropriate) to issue a final grade and/or credit in the course for second semester.

Things to Consider for Students and Parents

- Please remember that failure to be successful in the FLVS course could impact the student’s ability to earn a passing grade and/or credit as well as promotion/grade level progression.
- This option is available for courses that the student is currently taking through their school which are also taught by FLVS. This option does not apply to courses FLVS does not offer.
- The student/parent must communicate with the child’s school counselor if the course is dropped.
- As with any class, it is important to work daily on the course, stay in contact with the online teacher, and let the school counselor know if there are any concerns.

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Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date