

## Process for In-Progress COVID-19 Enrollment in FLVS courses

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.”

How it works:

1. The student/parent communicates with the student’s counselor or school administration of the desire to pursue the option of “In-Progress COVID 19 Enrollment in FLVS Courses”.
  - a. Discuss the families concerns and motivation to make this change. It is possible you can alleviate concerns and keep the child enrolled in the current classes.
  - b. If they wish to enroll with FLVS, be sure to review the process of how the child will be placed in the online course and 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.
  - c. Stress the importance of working daily and staying in contact with the online teacher, as well as let the school counselor know if there are any concerns.
  - d. Review the Family Agreement and provide a copy via email. Request confirmation via email that they have received and agree to the requirements.
2. 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.
3. This option is available for courses that the student is currently taking through their school which are also taught by FLVS. This option ~~It~~ does not apply to courses FLVS does not offer.
4. The school counselor will approve the request, if appropriate.
5. During the welcome call the family will again self-identify as a COVID-19 in-progress course enrollment.
6. 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.
7. 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).
8. 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 credit in the course for second semester.
9. The student and parent should be reminded that if the student is unsuccessful in the course with FLVS, it may impact their ability to earn a passing grade and/or course credit.
10. The student/parent must communicate with the child’s school counselor if the course is dropped.

This process does not change the other options available to students, such as starting a course from the beginning or switching to home education to enroll in all courses.

## **MEMO from FLVS**

Hello Superintendents,

As part of COVID-19 relief efforts, **FLVS Flex** will be amending its process for public and charter school students who are impacted by COVID-19 disruptions.

### **Process for In-Progress Course Enrollment (Now through June 30, 2020)**

Students who will be using FLVS Flex courses to continue their in-progress brick-and-mortar classes this semester, due to COVID-19, will no longer need to be withdrawn from their school of record to continue their course with FLVS.

FLVS teachers will work with individual students who are impacted by COVID-19 to assess and place students in the correct portion/lesson of the course to keep their education on track. FLVS will provide course progress for each student back to the brick-and-mortar school, upon his/her return or at the end of the school year (by June 30, 2020).

If a student requests to transition his/her in-progress courses to FLVS Flex, the public/charter school counselor will need to approve those course requests as part of the COVID-19 FLVS course verification process.

FTE funding will stay within the student's district of record for public/charter schools for in-progress course enrollment related to **COVID-19**.

**Important Note:** 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. If students are registering for full courses with FLVS Flex, their enrollments will be processed through the normal FLVS verification process.

For more information, please contact your [FLVS District Relations Manager](#).

<https://flvs.net/florida-school-solutions/contacts?source=covid19>