

# FLVS Account Status Acronyms

## ❖ Course Requests (Status CR, CRC)

- **CR (Course Requested)** – The first step in the process of requesting courses. Student is awaiting guidance and guardian approval.
- **CRC (Course Request Complete)** – Guidance and Guardian approval received by FLVS. Student is awaiting classroom availability.

## ❖ Current Course Enrollments (Status CA, A, S)

- **CA (Classroom Assigned)** – Student has been placed and may begin working within their course immediately. Teacher will contact student for welcome call by phone, email, or FLVS account within two weeks after placement in a course.
- **A (Active)** – Student has completed welcome call and has been activated by the teacher.
- **S (Contact Instructor)** – Student's course access has been temporarily disabled until student contacts the teacher by phone.

## ❖ Completed Course Transcript (Status C, WF, CF)

- **C (Complete)** – Student has completed a virtual school course.
- **WF (Withdrawn Failing)** – Student withdrew from course after grace period expired, resulting in a failing grade.
- **CF (Complete with an F)** – Student completed course with a failing grade.

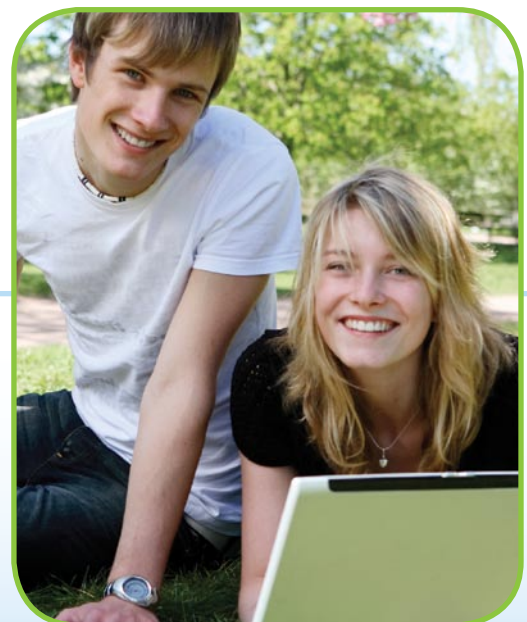
## ❖ Drops / Attempts (Status WNG, NAs, CRI, NAc)

- **WNG (Withdrawn No Grade)** – Student has been withdrawn with no grade penalty.
- **NAS (Never Assigned Classroom)** – Student had approval from guardian and guidance but was never assigned to a teacher. This status occurs when student does not reply to waitlist message. FLVS subsequently drops course request. Student will need to re-register.
- **CRI (Course Request Incomplete)** – Student did not complete approval process for the course request.
- **NAC (Never Activated in Classroom)** – Student was assigned an instructor, but was dropped from course (may be initiated by teacher or student).



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The mission of Florida Virtual School (FLVS) is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success in the 21st Century. FLVS provides over 80 online courses for public, private and home school students in grades 6 through 12. Florida Virtual School is accredited by the Southern Association of Colleges and Schools (SACS), and courses are NCAA-approved. Funded by the Florida Legislature, FLVS courses are offered at no cost to Florida students.



[www.flvs.net](http://www.flvs.net) | [407.513.FLVS](mailto:407.513.FLVS) | [email info@flvs.net](mailto:email info@flvs.net)

any time, any place, any path, any pace™



## Using Your FLVS Account

❖ My Username: \_\_\_\_\_

❖ My Password: \_\_\_\_\_

- Approve your students' FLVS course requests.
- Access and monitor your students' status, progress, official documents, and school reports.
- Student progress is updated daily.
- To learn more about the features of your account, login to view the Counselor Training Video.
- To obtain an account with FLVS, please see your principal or submit a help ticket to <http://help.flvs.net>.

## FLVS Policies

### ❖ Affiliation

Florida Virtual School, in partnership with school districts, makes instruction available to Florida students enrolled in public schools, non-public schools and home educated students. The Memorandum of Agreement, located at [http://www.flvs.net/educators/affiliating\\_with\\_flvs.php](http://www.flvs.net/educators/affiliating_with_flvs.php), assures that all parties are aware of their roles in assisting students to succeed when taking online courses from FLVS.

### ❖ Guardian Accounts

A guardian account allows parents to approve their student's course requests online, view their student's progress, and receive valuable updates from FLVS. A guardian account may be created at: [http://www.flvs.net/students\\_parents/access\\_to\\_student\\_info.php](http://www.flvs.net/students_parents/access_to_student_info.php) *Note: Please persuade guardians to create an account, but do not penalize students if their guardian does not have one. FLVS encourages schools/districts to continue accepting a signed Course Request Form as proof of guardian approval. Counselors may submit online approval for the guardian once a signed CRF is received.*

### ❖ Half-Credit Course Options

Students are able to select the desired half-credit of a full-credit course at the time of course registration, prior to guidance approvals.

### ❖ Honors Options

A student may select the honors version of a course once they have been placed in the course with an instructor. Students specify their desired need(s) during the welcome telephone call with their instructor and parent/guardian. Final Grade Reports will reflect the course level (regular, honors, AP).

### ❖ Pace

On average, students finish half-credit courses in 18 weeks and full-credit courses in 36 weeks. Accelerated and extended paces are also available.

### ❖ Placement

- FLVS always attempts to accommodate a student's preferred start month.
- Students are placed in courses as seats become available.
- FLVS continues to accept requests throughout the school year.
- Students should login to their FLVS account regularly for updates on their placement status.
- Priorities in student placement are established by legislative statute, and the principles of the One Florida Initiative.

### ❖ Summer Start

FLVS does not offer a traditional summer school with abbreviated course content. We do, however, allow students to start coursework in the summer. Although students may accelerate in their course, there is no guarantee that a student will complete their course prior to the beginning of the fall semester.

## Step-by-Step Instructions

### ❖ Approving Students

1. Log into your account with your username and password.
2. Course requests from your students will appear on your dashboard (the first screen that appears).
3. Click on the appropriate box to give approval(s).
4. Click on the blue bar at the bottom of the screen to UPDATE Guardian and Guidance Approvals.

### ❖ Processing FLVS Grades & Official Documents

1. Log into your account with your username and password.
2. Click on OFFICIAL DOCUMENTS in the blue navigation area to the left.
3. Find the student's name you wish to process.
4. Scroll to the far right to click/open the official document. This will produce a printable .pdf file.
5. Print the official document and input the grade to the student's transcript.
6. Click on the box to the left of the student's name, and click on the ARCHIVE button to the right. This will move the official document to the archived/processed documents area. *Please note: Final grade reports have an official seal and an encryption code for security purposes.*

### ❖ Usernames and Passwords / Technical Assistance

**If students forget their passwords, instruct them to:**

1. Login with their username.
2. Click on the button that reads FORGOT PASSWORD
3. FLVS will email the student his/her password within 24 hours.

**If a student forgets both his username and password or requires technical assistance, please have him:**

1. Submit a help ticket to <http://help.flvs.net>, or
2. Call 1.866.322.8324