

Student Registration Guide— Grades Kindergarten-5

1. Visit flvs.net/flexelementary
2. **Enter the registration portal:**
 - If you have an existing parent account, click “Returning Students”
 - If not, click “New Student”
3. **Provide student details and select courses:**
 - Select your child’s school type
 - Select your child’s county
 - Select your child’s school name
 - Select your child’s course(s)
 - Click “Add Course(s)”
4. **Review start date and course selections:**
 - Review start date
 - Review list of courses for both segments
 - Click “Save & Continue”
5. **Sign Media & Directory Release:**
 - To opt in, sign and click “Save and Continue”
 - To opt out, click appropriate boxes and click “Save and Continue”
6. **Review parent commitments and reasons for taking:**
 - Check the “I Agree” box under the Statements tab
 - Select your reasons for taking these courses with FLVS (check all that apply)
 - Click “Save & Continue”
7. **Verify course selections:**
 - Review course selections
 - Click “Continue Registration”
8. **Provide parent/guardian and student details:**
 - Complete all the fields under Parent/Guardian Details and Student Details
 - Select the appropriate boxes under Race and Ethnicity (Required by the Florida Department of Education)
 - Click “Save & Continue”
9. **Confirm entered data:**
 - Review parent/guardian and student information
 - Click “Confirm & Continue”
10. **Submit your registration:**
 - Review course selections
 - Click “Submit Registration”
11. **Add another student (if applicable):**
 - If you need to register another student, click “Sign Up Another Student” and follow the same process
12. **Complete your registration:**
 - To finalize registration, your child’s courses must be approved:
 - » Homeschool: parent approval
 - » Public, Private, or Charter School: school approval
 - Click “Log Into FLVS” and follow the steps listed in the email (*Email sent to parent/guardian email address input during registration*)

Thank you for signing up with FLVS Flex Elementary.

If you have questions or need assistance, please visit flvs.net/contact or call 407.513.3604.