How to Pull a Virtual School Student DETAILS REPORT

1. Click on the menu button in the top left corner.

	flvs		
Home			

2. From the drop-down list, select "Reports".



3. Select "VS Student Details".

Enrollment Reports		
AP Enrollments		
Teacher Monthly WalkThrough		
VS Enrollment Requests		
VS Enrollments By Course Summary		
VS Senior Withdrawal		
VS Student Details		
VS Student NL School		
Weeks Behind		

4. Under BOTH the "Student Virtual Schools" and "Enrollment Virtual School" sections, select "Florida Virtual School" and your county virtual school, if applicable (in the example Orange County Virtual School is selected).





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How to Pull a Virtual School Student Details Report (Continued)

5. Check the boxes next to the "Enrollment Status" options that you want to view. If no boxes are checked, all statuses will be included in the report.

Enrollment Status:	Course Requested	Withdrawn Failing	Complete Failing
	Course Request Complete	Withdrawn Passing	Contact Instructor
	Never Activated	Withdrawn	Pending Exam
	Classroom Assigned	Complete	Pending Withdrawal
	Active	Never Assigned	Pending Never Activated

6. Select "Excel" from the drop-down list. Then, click on the "Generate Report" button.

Select a format:	Excel 🜲
Generate Report	

Please note: The spreadsheet contains multiple columns. The "Enrollment Status" column will allow you to verify the status of each student.



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