

SY 20 Information & Instructions for Requesting to Take an FLVS or PBV Course

Do Not Wait: The completed *Request for Taking an Online Course* form must be received no later than **May 22, 2020 (to the counselor)** for the request to be processed and approved. The counselors last day is **June 1, 2020**.

Can I take an Online Course?

- You must receive written approval from your parent and school counselor before attempting to register for an online course. Your counselor will help you understand the pros and cons of online courses and what courses are appropriate or inappropriate to take online.
- **Students are expected to participate in the curriculum offered at Bak, therefore if the course is offered at Bak MSOA, it must be taken at Bak MSOA.**
- Some courses have prerequisite academic course completion (e.g. Algebra I before Algebra II).
- Do you have the time and self-discipline for an online course? Courses on FLVS are meant to take 36 weeks (18 weeks/semester). Do not rush through; it is important to take your time and master the material. Set a steady pace, keeping in mind the finish deadline.

Important Information:

- Florida Virtual School (FLVS) and Palm Beach Virtual (PBV) are self-directed courses; you will have an online instructor. You will not get academic assistance from Bak MSOA personnel. Once enrolled in an PBV or FLVS course, all questions (including technical difficulties) pertaining to the course should be addressed to the FLVS or PBV staff.
- There is no after school course recovery for courses taken on FLVS or PBV.
- Signing up for a high school course means that the grade will be shown on your high school transcript and count toward your high school GPA.
- The grace period for withdrawing from a FLVS course is 14 days after the start date. After 14 days, your grade will be either "withdrawn failing" (WF) or "withdrawn passing" (WP).

Notice for 8th grade students:

- If you are still working on an online course after completing your 8th grade year, over the summer you will need to switch your school of record from Bak to your high school so that your new school counselor can monitor your progress.
- If you are taking a class that is a required prerequisite for a high school choice program, make sure to finish the course before the deadline they set.

Follow these Steps to Request an Online Course

Step 1: Complete the top portion of the **Request Form** and email/scan the completed document to your child's school counselor with parent signature.

Step 2: Once you have received notification that you have been approved to take the course by your counselor and principal, visit either Florida Virtual School <https://www.flvs.net/> or Palm Beach Virtual School <http://www.palmbeachvirtual.org/> and create an account. For FLVS select the Flex Program (part time). Your 10 digit FL ID is your student number +50.

Step 3: On the website, request the approved course. Notify your counselor that you have signed up so you can be approved to begin.

Step 4: After completing the course, print an unofficial transcript from your account and bring it to our data processor in the Main Office.

Request for Taking an Online Course

Student Name: _____ I.D. # _____ Grade Level: _____

Requested Course: _____

Rationale for taking the course:

By signing below, I acknowledge and agree to the following statement: *"I have read and understand the handout 'Instructions for Registering for an Online Class.' I take responsibility for communicating with my FLVS teacher, completing the course by the deadline, my grade earned in the course, and providing an unofficial transcript to the data processor to add the grade to my official transcript."*

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

For Staff Use Only

Date Received: _____

Prerequisite Course (Progress/Grade): _____

Attached Documents: Current Grades _____ Test Scores _____

Counselor Recommendation: _____

Counselor Signature: _____ Date: _____

Approved Start Date: _____

Not Approved: _____

Principal Signature: _____ Date: _____