

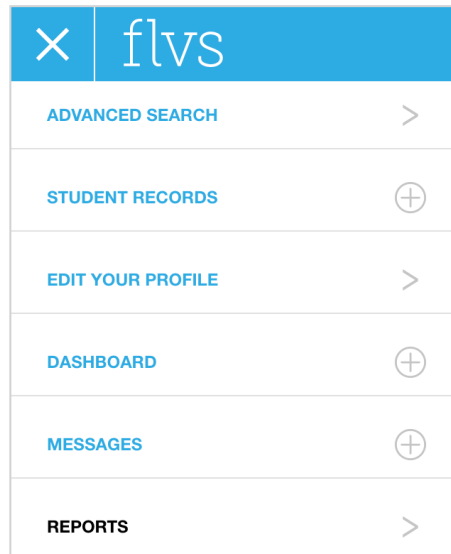


How to Pull a Virtual School Student **DETAILS REPORT**

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



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



3. Select "VS Student Details".



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).

Report VS Student Details WELCOME : Stephanie SELECTED STUDENT : None SELECTED TEACHER : None

Virtual School Student Details

Student Virtual Schools:

<input checked="" type="checkbox"/> Florida Virtual School	<input type="checkbox"/> Hurricane Relief Project	<input type="checkbox"/> Polk Virtual School
<input type="checkbox"/> Alachua eSchool	<input type="checkbox"/> iFlagler Virtual School	<input type="checkbox"/> Putnam County School District
<input type="checkbox"/> Bay Virtual School	<input type="checkbox"/> Indian River Virtual	<input type="checkbox"/> Santa Rosa Online
<input type="checkbox"/> Brevard Virtual School	<input type="checkbox"/> Kentucky Virtual School	<input type="checkbox"/> Sarasota Virtual Academy
<input type="checkbox"/> Broward Virtual School	<input type="checkbox"/> Lake County Virtual School	<input type="checkbox"/> Seminole County Virtual School
<input type="checkbox"/> Charlotte County Virtual School	<input type="checkbox"/> Lee County Virtual School	<input type="checkbox"/> South Carolina Virtual School
<input type="checkbox"/> Citrus County Virtual School	<input type="checkbox"/> Leon County Virtual School	<input type="checkbox"/> St. Johns Virtual School
<input type="checkbox"/> Clay Virtual Academy	<input type="checkbox"/> Levy Virtual School	<input type="checkbox"/> Sumter Virtual School
<input type="checkbox"/> Collier County Virtual School	<input type="checkbox"/> Louisiana.VSKOOL	<input type="checkbox"/> Suwannee Virtual School
<input type="checkbox"/> Duval Virtual Instruction Academy	<input type="checkbox"/> Marion Virtual School	<input type="checkbox"/> Virtual Learning Academy Charter School
<input type="checkbox"/> Escambia Virtual Academy	<input type="checkbox"/> Miami-Dade Virtual School	<input type="checkbox"/> Walton Virtual School
<input type="checkbox"/> eTech School of Manatee	<input type="checkbox"/> MOLLI.VSKOOL	<input type="checkbox"/> Collier Virtual Voyage
<input type="checkbox"/> Florida Virtual Global School	<input type="checkbox"/> Mosaic Digital Academy	<input type="checkbox"/> Dixie District Schools
<input type="checkbox"/> Florida Virtual School Community Learning Program	<input type="checkbox"/> MyDistrict Virtual School	<input type="checkbox"/> Florida Virtual School @ Stetson
<input type="checkbox"/> FLVS Franchise @ PAEC	<input type="checkbox"/> Nassau Virtual School	<input type="checkbox"/> FLVS Global School
<input type="checkbox"/> FLVS Full Time 6-8	<input type="checkbox"/> Okaloosa Online	<input type="checkbox"/> MOLLI
<input type="checkbox"/> FLVS Full Time 9-12	<input checked="" type="checkbox"/> Orange County Virtual School	<input type="checkbox"/> Somerset Academy International
<input type="checkbox"/> FLVS Full Time K-5	<input type="checkbox"/> Osceola Virtual Secondary School	<input type="checkbox"/> New Jersey Virtual School
<input type="checkbox"/> FLVS Professional Learning	<input type="checkbox"/> Palm Beach Virtual	<input type="checkbox"/> Wisconsin eSchool Network
<input type="checkbox"/> Global School Easy Start	<input type="checkbox"/> Pasco eSchool	<input type="checkbox"/> Appleton eSchool
<input type="checkbox"/> Hernando eSchool	<input type="checkbox"/> Pinellas Virtual	<input type="checkbox"/> Kiel eSchool
<input type="checkbox"/> Hillsborough Virtual School		



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:

<input type="checkbox"/>	Course Requested	<input type="checkbox"/>	Withdrawn Failing	<input type="checkbox"/>	Complete Failing
<input type="checkbox"/>	Course Request Complete	<input type="checkbox"/>	Withdrawn Passing	<input type="checkbox"/>	Contact Instructor
<input type="checkbox"/>	Never Activated	<input type="checkbox"/>	Withdrawn	<input type="checkbox"/>	Pending Exam
<input type="checkbox"/>	Classroom Assigned	<input type="checkbox"/>	Complete	<input type="checkbox"/>	Pending Withdrawal
<input type="checkbox"/>	Active	<input type="checkbox"/>	Never Assigned	<input type="checkbox"/>	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.

