



FLVS Full Time Steps to Enroll: **KINDERGARTEN - 12th GRADE**



Step 1

Visit flvs.net/enrollft to begin the online enrollment application. Be sure to upload all required documents (proof of age, proof of residency, proof of immunization, academic records, etc.) and click submit when finished.

Please note: The application must be fully submitted before the review process can begin.



Step 2

Monitor the email associated with the application. All status updates and document resubmission requests will be communicated via email.

We will verify the application and documents and email you if anything is missing or needs to be resubmitted.

School counselors will then review your child's academic history and finalize grade level and course placement.



Step 3

Create your parent portal.

We will send you an email to confirm enrollment. Confirm your child's tentative schedule (pending course availability) and intent to attend FLVS Full Time.

Once you confirm, your child will be enrolled.



Step 4

We will assign your child's courses and teachers.

A teacher will reach out to help your child get started in the days leading up to the first day of the semester.

As a public school, we are required to collect the following forms and documents during the enrollment process. **We encourage you to submit the application early as enrollment may take several weeks to complete.**

Proof of Age

Provide a copy of the student's official birth certificate. For a foreign birth certificate, a translated copy must be provided.

Proof of Residency (2 forms required)

Students must have valid proof of Florida residency to be eligible for enrollment. Families living outside the state of Florida due to military service must provide a statement of earnings indicating Florida as their state of legal residence and the orders that moved the family out of state.

Submit a copy of the following documents, one from Group A and one from Group B. *Please note: The name on both documents and the name of the parent/legal guardian enrolling the student must match.*

Group A (Please submit one):

- Property tax statement
- Lease agreement with name of lessee and contact information
- Mortgage statement
- Home purchase contract or mortgage commitment, including specified closing date, with copy of deed to be provided within 60 days of closing

Group B (Please submit one):

- Homeowner's insurance statement (must be dated within 12 months)
- Current parent/guardian Florida driver's license or Florida identification card
- Automobile insurance statement (must be dated within 6 months)
- Utility bills: gas, water, sewage, electric, cable/internet or home/cellular telephone bill (must be dated within 60 days)



Proof of Immunization

Provide Florida Certificate of Immunization form DH680 or exemption forms DH681, DH680B, or DH680C. If submitting Form DH680, please ensure the below information is included:

- Four or five doses of diphtheria, tetanus, and pertussis (DTaP) vaccine*
- Three, four, or five doses of polio vaccine
- Two doses of measles, mumps, and rubella (MMR) vaccine
- Two or three doses of hepatitis B vaccine
- One or two doses of varicella vaccine

*Students entering grades 7-12 are required to have one tetanus, diphtheria, acellular pertussis (Tdap) vaccine.

Academic Records

Prior Public, Private, and Charter School Students:

Incoming Kindergarteners–3rd Graders:

- Submit first quarter report card.*

Incoming 4th and 5th Graders:

- Submit first quarter report card.*
- Submit most recent FSA** (reading and math).

Incoming 6th-8th Graders:

- 6th grade: Submit first quarter report card and 2nd quarter progress report.*
- 7th-8th grades: Submit first quarter report card, 2nd quarter progress report, and report cards/transcript showing all years of middle school coursework completed.*
- Submit most recent FSA** (reading and math) and EOC scores.
- Students who have earned high school credits while in middle school must submit an unofficial transcript. Unofficial transcripts should include the most recent state test scores (FCAT, FSA**, EOC) or score reports should be included as academic documentation.

Incoming 9th–11th Graders:

- Submit first quarter report card, 2nd quarter progress report, and transcript if previous high school credit(s) have been earned.*
- FSA scores not required for incoming private, out-of-state, or homeschool students. Additional diagnostic screeners may be used upon enrollment.

Incoming 12th Graders:

- Submit first quarter report card, 2nd quarter progress report, and transcript including all high school credits earned.*
- Submit passing FSA (reading and math) and EOC scores or an unofficial transcript for high school credits earned. Unofficial transcripts should include the passing state test scores (FCAT, FSA, EOC) or score reports should be included as academic documentation.

Prior Homeschool Students:

- Complete the Homeschool Prior Academic History Form: flvs.net/homeschoolform
- Florida Homeschool Students: Provide most recent district homeschool evaluation and most recent FSA test scores, if applicable.
- Out-of-State Homeschool Students: Those without an evaluation or standardized tests, submit a current student portfolio with evidence of work samples and activity logs (may be required).
- Current FLVS Flex Students: Submit Cumulative Academic Record or unofficial transcript from VSA.

**Please do not withdraw your child prior to the close of first semester (or second quarter) and only after you have received official notice of enrollment into FLVS Full Time. Official enrollment will be dependent on submitting first semester report card for current school year OR unofficial transcript showing completion of courses for first semester of current school year and successful completion of required courses. Students with obligations to the prior school that prevent the release of official academic records may be subject to withdrawal prior to the end of the semester.*

***FSA scores not required for incoming private, out-of-state, or homeschool students. Additional diagnostic screeners may be used upon enrollment.*

Other Documents

Additional forms, such as those below, may need to be submitted with the application, if applicable.

- Court custody or legal guardianship documentation from a state or federal agency*
- Individual Educational Plan (IEP)
- 504 Plan and supporting documents
- English Language Learner (ELL) records indicating current ELL status, ELL entry date, and ELL exit date (if applicable)
- Educational Plan (EP)

**Acceptable custody forms include court or state/federal agency documents; power of attorney and notarized documents are not accepted.*

What Technology Do I Need?

Since FLVS Full Time is an online school, it is important for your child to have a Windows or Mac computer designated for learning and a reliable Internet connection. Visit flvs.net/student-resources/system-requirements to view the computer requirements. We recommend using the Google Chrome browser to ensure peak performance of our online system. Please note that Google Chromebooks are not able to be used due to technical limitations and incompatibility with progress monitoring platforms.

Make sure to avoid technical difficulties by testing your child's computer and Internet connection before beginning the school year.

FLVS Full Time does not provide computer repair or maintenance. Once your child is enrolled, you can contact tech support via phone or email during regular business hours if you experience any technical issues.

You'll also want to keep a working phone close by so you and your child can easily contact a teacher when needed. Communication is essential for your child's success!

Have questions about the FLVS Full Time enrollment process?
Send us a message or call us toll-free at 800-374-1430.