M E M O R A N D U M

September 10, 2002

TO: All Senior High Schools

FROM: Information Technology Services
             Office of Information Technology

SUBJECT: **FLORIDA VIRTUAL SCHOOL PROCEDURES**

Effective with the 2001-2002 school year, the State requires each district to report the district staff member responsible for supervising students participating in on-site coordinated and delivered Florida Virtual School (FLVS) courses. This applies to students who have enrolled in a FLVS course through the school. It does not apply to students who are taking a FLVS course independently. To comply with this requirement, schools must create a course on their course file and add the course to the student's schedule. This course must reflect the information for both the FLVS instructor and the District (M-DCPS) instructor who is providing supervision.

Instructions for entering the course information are given below. The information must be entered in the order listed.

1. Create a course sequence using the actual FLVS subject code. The subject code must be active on the Curriculum Bulletin File (CBI) or it will not be accepted. Questions regarding subject code status should be directed to John Stimson at 305-995-7588.

2. On the Course Record Screen (PF9), enter the following information for the FLVS instructor:

    a. Period - Period the student participates in the FLVS course
    b. Teacher Employee Number - 888888
    c. Teacher Num - FVS
    d. Teacher Name - FL VIRTUAL SCHL
    e. Instructor Number (I#) - 2 (This action will create a second line for adding the M-DCPS supervising instructor information to the same course sequence section.)

    Press Enter

3. On the second line provided, enter the following information for the M-DCPS supervising instructor:

    a. Employee Number
    b. Teacher Number
    c. Teacher Name

    Press Enter

When the student has completed the course, the academic grade information must be entered on the Student Record / Subjects screen (PF1) in ISIS.

Questions regarding the Florida Virtual School should be directed to Instructional Technology at 305-995-7618. Questions regarding data entry should be directed to Support Services at 305-995-3705(0).