

# Student Registration Guide: Grades K-5

## CREATING A NEW ACCOUNT

1. Using Chrome, go to <https://franchisek5.flvs.net/?id=51>
2. **Click New Student**
3. Follow the prompts to enter your School, County, Grade, and Preferred Start Date.
4. Read the Parent Commitments, **Click I Agree, Click Save and Continue.**
5. Complete the Survey and Click Save and Continue.
6. Verify and add Additional Courses, then Click Continue Registration.
7. Follow the prompts to create your **Parent/Guardian Details and Student Details. Click Save and Continue.**
8. Confirm and/or edit the information entered. **Click Confirm and Continue.**
9. **Click Submit Registration.** Your Guidance Counselor will then approve the course request (s) and the student will be placed in courses on or near your preferred start date.
10. If you are registered as a Home Education Student, you (the parent/guardian) are considered the Guidance Counselor and will approve the courses as the parent and again as the counselor.
11. When selecting future courses ALWAYS select County Virtual School and FLVS Franchise @ PAEC from the drop down for each course requested.
12. If your student has an **Individual Educational Plan (IEP) or 504 Plan**, please see the addendum to this letter for further instructions as to how to report this information in your student's records.

## LOGGING IN TO YOUR EXISTING ACCOUNT/REQUESTING NEW COURSES

1. Using Chrome, go to [www.flvs.net](http://www.flvs.net)
2. **Click Login, Click County Virtual School** from the dropdown options.
3. Enter your username and password and **Click Login.** If you do not remember your password, click Forgot Password? An email will be sent to the email used to create your account with password reset information.
4. Click on "Take me to...VSA-Virtual School Administrator" and YOU'RE IN!
5. To request a new course, **click the "hamburger" menu (3 lines) on the top left, then, click Request Elementary School Courses.**
6. Select **County Virtual School Grades K-5.**
7. Choose course segment(s), start date and choose the virtual school **PAEC Virtual Instruction** and **click Continue.**
8. Add more courses or **click Submit Registration.** Your Guidance Counselor will then approve the course request(s) and you will be placed in courses on or near your preferred start date.
9. When selecting future courses, **ALWAYS** select **County Virtual School** and **PAEC Virtual Instruction** from the drop down for each course requested.
10. If your student has an **Individual Educational Plan (IEP) or 504 Plan**, and you have not reported it to us, please see the addendum to this letter for further instructions as to how to report this information in your student's records.

**For registration assistance**, please contact the PAEC Virtual Instruction Resource Specialist, **Cindi Davis** [cindi.davis@paec.org](mailto:cindi.davis@paec.org) or 850-638-6131 ext. 2319.

