

## **FLORIDA VIRTUAL SCHOOL SCHEDULING INSTRUCTIONS**

On the S602, I would make a separate section with a V on the end (like maybe "104V") for the course. Use your existing bell schedule for the corresponding period that the student will be in a classroom "taking" this class.

Use whatever teacher is overseeing the class.

Mark the Scheduling method field with a "S" (this is the "Sm" field to the left of the program number)

Mark the program number as 999

Mark the FTE eligible field as "Y"

Whenever you get grades for these students (usually just a semester or "final" grade), you can enter it on S517 (so it will print on the report card), and check the S520 panel to be sure an academic history record was created.

On S520 Academic History, make double-sure you update the District of Instruction and School of Instruction numbers –

Use District 071 and School 0600 (for HS) or 0500 (for M/J)