

# Student Registration Guide:

## Grades 6–12

1. **Complete Letter of Intent with St. Johns County School District Home Education Office.**
  - District Home Education Information - [Click Here](#)
  - Online Form - [Click Here](#)
2. Visit [flvs.net](https://flvs.net) and click “Enroll” in the top right navigation
3. **Enrollment pop-up window:**
  - Select “Grades K-12” next to County Virtual School
4. **How to enroll page:**
  - Select “Enroll in 6-12”
5. **Customize your catalog:**
  - Choose your county
  - Select your student type (Home Education)
  - Click “Continue”
6. **Browse courses:**
  - Select the “High School” or “Middle School” tab to view course offerings
  - Click on desired course to view more details, such as Description, Topics and Concepts, Prerequisites, and more
  - Select “Add to Backpack” to enroll or “Return to Course List” to go back
7. **Review your backpack:**
  - To enroll in additional courses, click “Add Courses” and follow the same process
  - Click “Continue”  
You will be able to select your semesters and preferred placement date in a later screen
8. **Log in or create an account**

**New students:**

  - Click “Create an Account”
  - Create your username and password
  - Input an email address you regularly check
  - Click “Continue”
  - Write down your Username and Password

**Returning students:**

  - If you have an existing login, input your username and password
  - Click “Log In”

Returning students, please skip to step #11
9. **Complete your student information:**
  - Complete all the fields onscreen, including Personal, Demographic, Phone, and Address
  - Click “Continue”
10. **Complete your parent/guardian information:**
  - Complete all the fields on the screen, including Personal, Phone, and Address
  - Click “Continue”
11. **Confirm account information:**
  - Review Student and Parent Information
  - Click the pencil icon to make changes
  - Select “Continue”
12. **Follow the prompts by selecting:**
  - How you heard about FLVS/SJVS and your reason for taking these classes
  - Click “Continue”
12. **Review the student and parent/guardian commitments:**
  - Check the appropriate boxes
  - Click “Continue”
13. **Sign media release (parent/guardian):**
  - Review the media release statements
  - Select opt in preference
  - Type your name
  - Click “Continue”
14. **Register for courses:**
  - Review courses and credit hours
  - Select your desired semesters
  - Select your Preferred Placement Date  
*This is when the process begins to place you with your teacher, not necessarily the date you will start your course*
  - Select your desired schools ([St. Johns Virtual School](#))
  - Select “Continue”
  - *You may be asked to alter your course selection based on your student type:*
    - » Public school students: 3 course limit
    - » Private school students: 6 course limit
    - » Homeschool students: 6 course limit
15. **Confirm prerequisites and school choice**
  - Click “Confirm” or “Cancel” to confirm prerequisites
  - Check appropriate box and click “Continue” or “Change Selection” to confirm school choices
16. **Submit enrollment:**
  - Review your course enrollments
  - Click “Submit Enrollment”  
To print a copy of your enrollments, click the printer icon
17. **Complete your registration:**

To finalize registration, Florida Residency must be verified and your child’s courses must be approved

  - Click “Login to FLVS” and follow the steps listed in the email (Email sent to parent/guardian email address input during registration)
18. **Florida Residency Required with SJVS Enrollment**
  - To finalize registration, Florida Residency must be verified and your child’s courses must be approved. *Courses cannot be verified until the registration information below is completed. If after two weeks items are not received, SJVS will drop the course requests.*
    - Instructions for First-time Registration: [Click Here](#)
    - Please click here to complete registration: [Click Here](#)

### Course Approval:

- » Home school: parent approval.

**Thank you for enrolling in FLVS Flex - With SJVS Teachers.**

If you have questions or need assistance, please call [904-547-7579](tel:904-547-7579).

