



District Enrollment Spreadsheet Instructions

Step 1: District and School Data Collection

Fill out the “Billing Contact Information” section in the upper left hand corner. Unless a credit card is provided district will be invoiced in accordance to the 28-day policy indication in the center of the enrollment form.

Billing Contact Information (If blank, invoices are sent to School Contact)	
Name	
Email	
Phone No.	
Fax No.	

Paying by credit card? Please provide the following information	
Credit Card Holder Name	
Card Number (Please include spaces)	
Expiration Date:	
Address1:	
Address 2:	

Next, enter the enrolling school’s information making sure to include both a contact and the district the school is located in. If enrolling students from multiple schools please provide the information separately for each school in the sections to the left.

Physical School(s) Information	
Physical School # 1	
* School Name	
* School Address	
* School District	
* School Contact Name	
* School Contact Title	
* School Phone No.	
*School Fax No.	
* School Contact Email	

Physical School # 2	
School Name	
School Address	
School District	
School Contact Name	
School Contact Title	
School Phone No.	
School Fax No.	
School Contact Email	

Note: Failure to provide any of the above information can delay the enrollment process.

Step 2: Student Data Collection

Complete the “Student/Enrollment information section. In order for the Global School to process an enrollment, all student information indicated must be provided. (if your district does not release private student information, you can provided a technology coordinator, counselor, or administrator’s information in their stead.)

Student/Enrollment Information					
First Name	Last Name	Physical School	Projected Year of Graduation	Date of Birth (MM/DD/YYYY)	Gender
Student Email Address	Phone Number	Address	City	State	Zip
Credit Desired Sem. 1 (5 Credit) Sem. 2 (5 Credit) Full Course (1.0 Credit)	Regular/Honors/ Advanced/ Credit Recovery	Enrollment Fee			



Why is the student's email address required?

Once the student is enrolled, the student management system sends an auto-generated email containing username, password, and login directions to the student's email address. Without an email address, the student's account cannot be created. If an incorrect email address is provided, the student will not receive their login credentials by email and will be delayed starting the course.

Why is student's date of birth required?

Date of birth is one method FLVS Global uses to verify the identity of individuals who contact a FLVS Global School representative by phone. Date of birth is also required to verify the student's identity for username or password recovery via the FLVS Global website.

Why is the student's phone number required?

FLVS Global School instructors complete a welcome call with the student once he or she is enrolled. Instructors also conduct discussion based assessments with each student and speak to the student's parent or guardian on a monthly basis.

Why is the student's address required?

Some courses included materials that must be sent by mail.

Step 3: Course Selection

The enrollment spreadsheet has drop down options for "Course Select", "Credit Desired", "Course Level", and "Enrollment Fee".

Please indicate whether student should be enrolled in the "Honors" (high school) or "Advanced" (middle school) level of a course. If this section is left blank, the student will automatically be enrolled in the "regular" version of the course.

Course	Credit	Course Level	Enrollment Fee
Geometry	1	Regular/Honors/Advanced/ Credit Recovery	
Foundations of Web Design			
Forensic Science			
French I			
French II			
Geometry			
Health Opportunities through Physical Education (HOPE)			

The "Enrollment Fee" due will auto-populate at the bottom of the enrollment spreadsheet. Please make sure you select the fees due for each course accordingly: **Credit Recovery = \$200, .5 Credit = \$400, Full Course = \$800.00**

Total amount authorized to charge: (Fee is Auto-Calculated)	\$0.00
--	---------------

Step 4

Please note there are multiple tabs at the bottom of the enrollment form. Please review the important information contained on the Course List, Credit Recovery Courses, Completion Policy, Expectations, Technology Reqs, Global School Contacts, Facilitator Guidelines, Student Success tabs.

Client Order Spreadsheet	Course List	Credit Recovery Courses	Completion Policy	Expectations	Technology Reqs	Global School Contacts	Facilitator Guidelines	Student Success	+
--------------------------	-------------	-------------------------	-------------------	--------------	-----------------	------------------------	------------------------	-----------------	---

If you have any questions, or concerns please contact a member of the FLVS Global School Team at 1.800.374.1430.

