

Student Registration Guide: Grades 6–12

1. Visit flvs.net and click "Enroll" in the top right navigation
2. **Enrollment pop-up window:**
 - Select "Grades K-12" next to FLVS Flex
3. **How to enroll page:**
 - Select "Enroll in 6-12"
4. **Customize your catalog:**
 - Choose your county - *Sumter*
 - Select your student type
5. **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
6. **Review your backpack:**
 - To enroll in additional courses, click "Add Courses" and follow the same process
 - You will be able to select your semesters and preferred placement date in a later screen
7. **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
 - Returning students, please skip to step #11
8. **Complete your student information:**
 - Complete all the fields onscreen, including Personal, Demographic, Phone, and Address

**Use a personal email - not TVCS.*
9. **Complete your parent/guardian information:**
 - Complete all the fields on the screen, including Personal, Phone, and Address
10. **Confirm account information:**
 - Review Student and Parent Information
 - Click the pencil icon to make changes
11. **Follow the prompts by selecting:**
 - How you heard about FLVS and your reason for taking these classes
12. **Review the student and parent/guardian commitments:**
 - Check the appropriate boxes
13. **Sign media release (parent/guardian):**
 - Review the media release statements
 - Select opt in preference
 - Type your name
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
 - *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)

Florida residency (homeschool and private school only):

 - Upload proof of residency document (list of approved documents will be provided)

Course Approval:

 - » Home Education: Please contact your **District Home Education Office** to submit your notice of intent to homeschool.
 - » Public, Private, or Charter School: Please contact your school for approval. *- School counselor*

Thank you for enrolling in FLVS Flex.

If you have questions or need assistance, please visit flvs.net/contact or call 407-513-3587.