

The logo features a green Wi-Fi symbol consisting of three curved lines above a solid green circle.

irtual
Loudoun

Counselor Guide to Registration

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OVERVIEW

Through Virtual Loudoun, students are afforded three terms each school year in which they may enroll in a Virtual Loudoun Course. The first two terms are 15 weeks long and are available to high school students only.

The third term is a 10-week Spring/Summer session and is available to both middle and high school students with counselor approval.

Please visit [Virtual Loudoun](#) website for specific course offerings and detailed information and resources.

2018-19 Term Dates as detailed on the [Virtual Loudoun Calendar](#) page:

Term 1: Fall/Winter- 15 week term

- Registration begins on **April 20, 2018** and closes on **August 17, 2018**
- Classes begin on **September 3, 2018** and end on **December 14, 2018**
- The last day in Term 1 to **drop** a Virtual Loudoun course is **September 28, 2018**--no indication of course on student's transcript.
- Students may **withdraw** from a virtual course between **September 29** and **November 16** with a **Withdraw Pass (WP)** if the current grade, determined by progress measured by the course pacing guide, is 60 or higher, or a **Withdraw Fail (WF)** if the current grade is below 60. These withdrawals will have no impact on GPA.
- Students may **withdraw** from a virtual course after **November 16** with a **WP** if the current grade is 60 or higher with no grade calculated in GPA. If students withdraw with a current grade below 60, a grade of **"F" calculated in GPA** and listed on the student's transcript with the course name.
- For students who do not attend LCPS, **September 28, 2018** is the last day to pay for a Virtual Loudoun course or request a refund.

Term 2: Winter/Spring- 15 week term

- Registration begins on **December 3, 2018** and closes on **January 11, 2019**
- Classes begin on **January 28, 2019** and end on **May 10, 2019**
- The last day in Term 2 to **drop** a Virtual Loudoun course is **February 22, 2019**--no indication of course on student's transcript.
- Students may **withdraw** from a virtual course between **February 22** and **April 12** with a **Withdraw Pass (WP)** if the current grade, determined by progress measured by the course pacing guide, is 60 or higher, or a **Withdraw Fail (WF)** if the current grade is below 60. These withdrawals will have no impact on GPA.
- Students may **withdraw** from a virtual course after **April 12** with a **WP** if the current grade is 60 or higher with no grade calculated in GPA. If students withdraw with a current grade below 60, a **grade of "F" calculated in GPA** and listed on the student's transcript with the course name.
- For students who do not attend LCPS, **February 22, 2019** is the last day to pay for a Virtual Loudoun course or request a refund.

Term 3: Spring /Summer- 10 week term

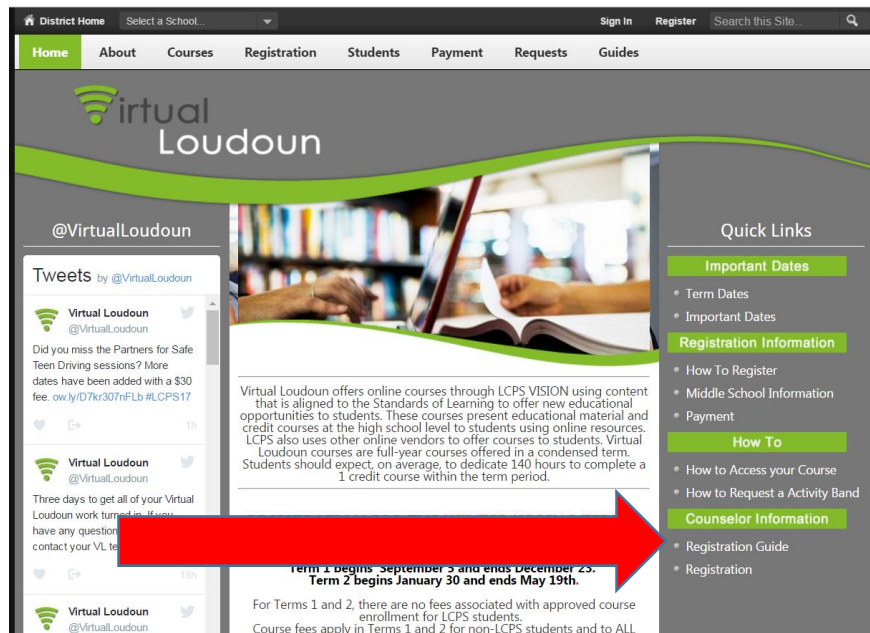
- Registration begins on **April 19, 2019** and closes on **May 17, 2019**
- Classes begin on **June 3, 2019** and end on **August 09, 2019**
- The last day in Term 3 to **drop** a Virtual Loudoun course is **June 28, 2019**--no indication of course on student's transcript.
- Students may **withdraw** from a virtual course between **June 29** and **July 19** with a **Withdraw Pass (WP)** if the current grade, determined by progress measured by the course pacing guide, is 60 or higher, or a **Withdraw Fail (WF)** if the current grade is below 60. These withdrawals will have no impact on GPA.
- Students may **withdraw** from a virtual course after **July 19** with a **WP** if the current grade is 60 or higher with no grade calculated in GPA. If students withdraw with a current grade below 60, a **grade of "F" calculated in GPA** and listed on the student's transcript with the course name.
- For all students, **June 28, 2019** is the last day to pay for a Virtual Loudoun course, or request a refund.

COUNSELOR STEPS

(Middle School Counselors see Page 9 prior to proceeding with registration and/or approval):

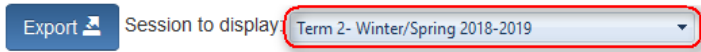
To view a video of how you can register a Virtual Loudoun Student [Click Here](#).

1. Please discuss with your student and his/her parents if a Virtual Loudoun Course is right for them.
2. Encourage students to visit our webpage to explore the [Student Experience](#).
3. Discuss term options, start and end dates, time the student must dedicate to a course, and computer access.
4. Review with the student and parent the [Indicators for Successful Virtual Learners](#).
5. If Virtual Loudoun is a good fit, then direct the parent to the **Virtual Loudoun Website** found at www.lcps.org, Quick Links, [Virtual Loudoun](#) or go to www.lcps.org, select “Schools”, then “Educational Centers”, “Virtual Loudoun”.
6. Once the parent has registered a student, the counselor will be notified via email that a student has signed up for a course. (A counselor MUST be assigned to the student in Phoenix for this to happen.)
7. To approve registration, go to the **Virtual Loudoun Website** found at www.lcps.org, Quick Links, [Virtual Loudoun](#) or go to www.lcps.org, select “Schools”, then “Educational Centers”, “Virtual Loudoun”.
8. Click on “Registration” under “[Counselor Information](#)”. **Virtual Loudoun** logo and sign in with your LEAD user name and password.



(This site will remain open for counselors to log in after parent/student registration closes for the purpose of possible late registrations and for recording payments received at the school. **If you have a late registration, please do not register this student until you have first consulted with the Virtual Loudoun Supervisor.**)

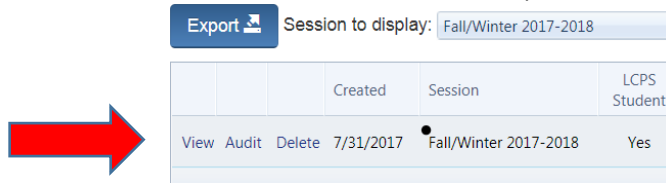
9. Select the appropriate term from the drop box.



10. You can find your student by using the search box on the upper right hand corner. Search by student ID or last name to find the student. You may also enter your last name into the search field to find all your students who have registered. Once you have entered the text you are searching for, click the magnifying glass icon or press enter.



11. Click on "View" on the far left of all student data open the registration



12. Scroll down to "**Counselor**" section. Review all items in within this section and enter correct information.

For Terms 1 and 2 during the school year, there are no registration fees for LCPS students. **Please make sure the "Charge Student Fees" box is unchecked and enter NO FEE in the "Fee Amount" text field.** (Otherwise, parents will receive an email asking for payment).

For Spring/Summer Term 3, registration fees do apply. **The "Charge Student Fees" box needs to be checked for Term 3 registrations.** If the student/parent brings in payment, this information will be entered in the "Fees Paid Descrip" text field (for example: "check # 1344" or "cash"). If your administrator has approved a fee reduction/waiver, please enter this information in the "Reason Fees Were Not Charged" text field, and if needed, adjust the fee amount to match the fee reduction/waiver. Email approved forms to Cynthia.Fillman@lcps.org.

See [Payment Page](#) for additional information

The screenshot shows a 'Counselor' registration form. Red arrows point to the following fields: 'Is Registration Approved:', 'Reason Registration Not Approved:', '* Course Taken Previously:', '* Has Passed SOL:', '* Charge Student Fees:', 'Fee Amount:', 'Fees Paid:', and 'Fees Paid Descr.:'. The form includes radio buttons for 'No' and 'Yes' for several questions, a text box for reasons, a checkbox for charging fees, a date picker for fees paid, and a scrollable list of courses. The school session is set to 'Winter/Spring 2015-2016'.

13. Verify ALL information in the counselor section:

- a. If the student is approved for the selected course(s), select "Yes" to the right of "Is Registration Approved". If the student is NOT approved, select "no" and enter a specific reason for not approving (for example, "Student changed mind", or "Not academically appropriate", etc).
- b. **Please check to be sure the student has NOT already previously taken/passed the selected course and select "No" or "Yes." Also indicate whether or not he/she has passed the SOL.**
- c. Enter payment information (Enter "No Fee" for this field for Term 1/Term 2 courses during the school year. For Term 3 Spring/Summer, check the box "Charge Student Fees" which will request payment from the parent. You cannot approve the registration without one of those complete.)
- d. Review which classes have been selected. **SCROLL DOWN IN THE COURSE BOX to view ALL courses: students may sign up for more courses than what they discussed with you. If you approve, they will be assigned a teacher and charged for all courses when fees apply.**
- e. Click the checkboxes for the Admin review 1 and 2 statements after verifying the information listed.
* Admin review 1: have reviewed this students course history and he/she is not exceeding the 2 credit limit for accelerating credits in Term 3- Summer (2 MAX)
* Admin review 2: have reviewed this student's course history and schedule and he/she is not exceeding 8 credits this school year (Term 1/Term 2)
- f. **If the student is NOT approved for a course(s)--please be sure to call the family and make sure they are aware.** Be advised, the registration system does email a parent for a student who is NOT approved, but details are not include. This information will need to be communicated by the school counselor.

- g. Check the "Student Grade" to ensure it is accurate-please correct it if it is incorrect. If you have a valid student email address, please ensure the address is accurate in the "Student Details" section and that it is NOT the same as the Parent Email address. Students and parents must provide different email addresses.

14. When you have completed the registration review/approval, click on the **Submit** button at the bottom of the page. This will trigger an automatic email to parents and students confirming the virtual course registration for all **approved** classes. (See the following sample email. The dates in this test message are not reflective of current, actual term dates and intended only for demonstration purposes.)

Dear Registration Test,

You are receiving this email because your child's counselor approved Tommy Pickles for an online course offered by Virtual Loudoun during the Fall/Winter 2015-2016 term. This term begins on 8/15/2015 and ends on 9/12/2015.

The last day to drop a course without grade penalty is 7/15/2015.

Your student has been approved to take:
Chinese 1 Virtual

If your student has changed his/her mind about taking a Virtual Loudoun course, please email Stacie.AhrensMininberg@lcps.org.

15. If you check the "Charge Student Fees" box, an additional email regarding payment will automatically be sent to the parents. **If you do NOT click the "Charge Student Fees" box, please be sure you enter the reason the fees were not charged. (i.e. "No Fees in school year" (See the sample message to follow and be mindful that the dates in this sample message do NOT reflect actual, current term dates.)**

Dear Registration Test,

You are receiving this email because your child's counselor approved Tommy Pickles for an online course offered by Virtual Loudoun during the Fall/Winter 2015-2016 term. This term begins on 8/15/2015 and ends on 9/12/2015.

The final step to complete is to pay for the course through LCPS online payment portal. Payment for this term is due no later than 7/15/2015. Students will be contacted by their Virtual Teacher on or before 8/15/2015, the term start date, regardless of payment status. Your student has been approved to take:
Chinese 1 Virtual
Please follow the link below to pay for Tommy Pickles' course.

[Visit Loudoun Payment Portal](#)

Students who wish to enroll in Virtual Loudoun courses must be registered and approved by the school counseling department of the student's home school and Virtual Loudoun Education Supervisor in the case of a non-LCPS student

Virtual Loudoun courses are offered at the rate of \$695.00 for a 1 credit course and \$350.00 for a .5 credit semester course. Online payment for these courses are \$715.71 and \$360.43 respectively. If a student takes PE 10 with Drivers Ed the cost is \$795.00, online payment is \$818.69. By paying online through this payment portal, you are agreeing to pay the credit card fee. This fee is not refundable.

The last day to pay for a course, request a refund, or drop a course without grade penalty is 7/15/2015. Refunds will be made by check from LCPS and must be approved by the Office of Instructional Programs. All refunds are processed by check and take approximately 4 weeks to complete. Virtual Loudoun courses include a \$100.00 non-refundable administrative fee for students who register, but do not complete.

To avoid the additional online payment fee:
LCPS students may elect to pay by cash, check, or money order. The check or money order should be made out to the "Student's Home School" (memo-Virtual Loudoun-Brendan O'Brien, id: 900338) Checks, cash, and money orders may be brought to the student's home school counseling office. If you are currently LCPS qualified for free or reduced lunch, please pay at the student's home school with cash, check, or money order.

Non-LCPS students may elect to pay by check, cash or money. The check or money order should be made out to the "County of Loudoun" (memo-Virtual Loudoun-Brendan O'Brien, id: 900338) Checks may be sent to The Office of Instructional Programs, Attention: Virtual Loudoun, 21000 Education Court, Ashburn, VA 20148.

If your student has changed his/her mind about taking a Virtual Loudoun course, please email Stacie.AhrensMininberg@lcps.org.

16. **Recording Payment:** Be certain that your school's designee for the payment is recording payments within the "Counselor" section of the registration system.
(See the [Recording Payment Information](#) following for specific details.)

RECORDING PAYMENT INFORMATION

To view a helpful video of how you can record payment [Click Here](#).

1. Memo sent to Principals and Counseling Directors to share out with School Designee.
2. Same system continues: Send payment information to the *Office of Instructional Programs*
 - a. When a student **pays by check to your school, please have counselor, counseling secretary, or other designee record the payment in the counseling section** of the registration system.
 - b. Go to the **Virtual Loudoun Website** found at www.lcps.org, Quick Links, [Virtual Loudoun](#).
 - c. Click on the Virtual Loudoun Logo (**This site will remain open for school staff to record payments received at the school. Please DO NOT register late students without consulting the Virtual Loudoun Education Supervisor**)
 - d. Sign in with your LEAD credentials
 - e. Click on "Registered Students"
 - f. Search for the student using the box on the upper right. Use student ID number or last name
 - g. Click on the left side "view" to see the registration
 - h. Scroll to the "Counselor" section.
 - i. Select the appropriate payment information
 - j. Scroll to the bottom of the page click Submit

The screenshot shows the 'Counselor' section of a registration system. The form includes several fields and checkboxes:

- Is Registration Approved: (Note: Checking this will send an email to the parent confirming the approval.)
- Course Taken Previously:
- Has Passed SOL:
- Charge Student Fees: (Note: Checking this will send an email to the parent requesting payment.)
- Reason Fees Were Not Charged:
- Student Dropped Course:
- Reason For Dropped Course:
- Fee Amount:
- Fees Are Paid: (Red arrow points to this checkbox)
- Fees Paid Descr.: (Red arrow points to this field)
- Fees Paid Date: (Red arrow points to this field)
- School Session:
- Courses:
 - Econ/Personal Fin Virtual
 - Personal Finance Virtual
 - English 9 Virtual
 - English 10 Virtual
 - English 11 Virtual
 - English 12 Virtual
 - Health PE 10 w/Driver Ed Virtual
 - HPE 9 Virtual
 - HPE 10 Virtual
 - Adv Alg/PreCalc Virtual

VIRTUAL LOUDOUN ADMINISTRATIVE STEPS

1. Review registrations once approved by home school.
2. Mark any registrations as "dropped" if student changes his/her mind.
3. Assign teachers and approved students to classes **AFTER** the registration deadline.
4. Answer questions and provide support to School Counselors throughout this process.

VIRTUAL LOUDOUN COURSE INFORMATION FOR MIDDLE SCHOOL STUDENTS

*****MIDDLE SCHOOL Students may ONLY participate in Term 3-SPRING/SUMMER ONLY*****

Grade	Online Spring/Summer Term	Courses Available
Rising 9 th	Yes	Econ/Personal Finance or Health/PE 9 or World Languages and Math courses that follow the established course progression
Rising 8 th	Yes—Math Courses	Must complete Middle School Course progression and understand that further courses may NOT be available at the Middle School level
Rising 7 th	Yes—Math 7	***School Recommendation required*** (see below)
Rising 6 th	No	None

All schools and families should review the Virtual Loudoun webpage and consider the "[Indicators for Successful Virtual Learners](#)" prior to enrolling in an online course.

Answers to Frequently Asked Questions:

1. A rising 6th grader may **not** take Math 7 in LCPS summer as a new course.
2. Students may not audit Virtual Loudoun courses.

***** MATH 7 –SELECT RISING 7TH GRADERS ONLY*****

1. **For Math 7 enrollment- approval is REQUIRED from the Office of Middle School Education.** Schools should consider Student Academic Performance (Grades, Benchmark/SGA data, and/or SOL scores if available) as well as consider if the student has qualities included in "[Indicators for Successful Virtual Learner](#)".
2. **Important Notes:**
 - a. Approved enrollment in Virtual Math 7 is considered a response to the needs of a student who was scheduled in Math 6 during the school year and who REALLY should have been scheduled in Accelerated Math 6/7. This student has indicated the potential for success in Algebra 1 in 7th grade. As such, students recommend for Virtual Math 7 will **not** be charged for the course if approved with the support of data.
 - b. School Counselors will need to note this in the registration system in "Reason Fees were not charged" box.
3. **All Math 7 students need to have approval from the Director of Middle School Education.** Click [here](#) to access the **required** form or go to lcps.org, Quick Links, Virtual Loudoun, Middle School Students and click under "[Middle School Counseling Forms](#)".
4. The link takes you to the "[Consideration for Enrollment in Math 7 Virtual Loudoun Spring/Summer Session](#)" survey form should be completed by the school counselor for all recommended MATH 7 students.

5. A **PDF form** will be emailed to the email address provided by the counselor while completing the consideration form.
6. This form requires signature by parents, building principal, and school counselor.



LOUDOUN COUNTY PUBLIC SCHOOLS

Department of Instruction
 Office of Instructional Services
 21000 Education Court
 Ashburn, VA 20148
 571-252-1060
 Fax 571-252-1635

Consideration for Summer Enrollment in Virtual Loudoun Middle School Students

Student Name: Molly McTest
Student ID: 1110021
Student Grade: 7
School Counselor: Stacie Ahrens-Mininberg
Student Home School: Happy Middle School

Benchmark/SGA, grade, and SOL information considered to recommend Math 7 :
 SGA's look great! This student hit all benchmarks above and beyond what we expected. The student will be ready for Algebra next year and should get Math 7 done now. We are waiting on her SOL scores, but suspect she will pass advanced.

Please see "Indicators for Successful Virtual Learners" on the Virtual Loudoun webpage and share with us what skills this student possesses that will make him/her a good candidate for this course.
<http://www.lcps.org/Page/169021>

This student has very supportive parents and is very good at setting a schedule. She is self motivated, mature and looking to stay educated this summer. Great candidate. The student will be great at self-advocating. She is not shy at all and will ask if she needs help.

Do you feel this student will dedicate the needed amount of time weekly to be successful? An average of 12-15 hours each week during the school year.

Yes

The above information was considered prior to enrollment in and approval for Virtual Loudoun.

Signatures:

Parent: _____

School Counselor: _____

Principal: _____

Director of Middle School Education Review

Comments:

Director of Middle School Education: _____

7. Scan and email the signed form to Director of Middle School Education, Neil.Slevin@lcps.org.

GENERAL INFORMATION

1. We are currently working with three resources for virtual instruction: (1) VISION, (2) Edgenuity (an outside vendor), and (3) Virtual Virginia. (**NOTE:** See page 15 of this guide for **Virtual VA** registration and scheduling information). A list of Virtual VA courses can be located [here](#).
2. If a student is registering for a course through VISION, please make sure your student knows his/her VISION log-in. Courses listed on the following page in black type, normal font are VISION courses. Courses in gray italics are Edgenuity courses, our outside vendor. Once registered, LCPS student can access their VISION course with their USERNAME (student ID number) and PASSWORD (the same as what they use to login to LCPS computers at school).
3. The web address for VISION is VISION.LCPS.ORG
4. Students will receive login information for Edgenuity course access directly from Edgenuity.
5. All Virtual VA access is provided by Virtual VA to the home school.

VIRTUAL COURSES OFFERED

English 9
English 10, British Literature
English 11, American Literature
English 12, World Literature

Algebra I
Algebra II
Algebra II/Trigonometry
Geometry

Math 7- Vendor- Not available to all rising 7- please see guidelines

Advanced Algebra/Precalculus - Vendor

Math Analysis

Earth Science
Biology
Chemistry
Physics
Oceanography
Astronomy

World Geography and World History I - Grade 9
World History II - Grade 10
VA and U.S. History
U.S. Government
Psychology (.5 credit)

German I- Vendor

German II- Vendor

French I- Vendor

French II- Vendor

French III- Vendor

Spanish I- Vendor

Spanish II- Vendor

Spanish III- Vendor

Latin I- Vendor

Latin II- Vendor

Mandarin I- Vendor

Mandarin II- Vendor

Health and PE 9
Health and PE 10
Health and PE 10 with Driver Education (Additional \$100.00 fee)

Economics and Personal Finance (1 credit)

Economics (.5 credit)

Personal Finance (.5 credit)

- Virtual VA does not provide LCPS district-level access to be able to view student progress, so please keep an eye on your students' progress.
- Home schools register, Virtual Loudoun schedules and inputs all final grades through Virtual Loudoun Student SIS in Phoenix.
- Taking a Virtual VA course, or any other online course approved by your department, counts in accelerated credit calculations, so please be sure that the student has not exceed the "8th credit per year" in high school and the "2 credits accumulated through summer in middle and high school years" as specified in the Virtual Loudoun Operations Guide.

Questions about Virtual VA: <https://www.virtualvirginia.org/about/faqs/>

Virtual VA courses offered: <https://www.virtualvirginia.org/programs/courses/>

Step 1: School Counseling Director/Counselor enrolls student in Virtual VA course through the Virtual VA website assigning a mentor and providing texts when necessary. During summer term, families are responsible for getting textbooks. During the school year, School Counseling Director should contact LCPS Distribution Center Supply within Support Services to get needed materials.

Step 2: School Counseling Director/Counselor will contact the **Virtual Loudoun** office to inform that a student will be taking a Virtual VA course. Please provide the following information:

1. Student name and ID #
2. Student grade level
3. Home School Counselor's name
4. Virtual VA course title
5. Student email address
6. Parent email address

Step 3: **Virtual Loudoun** staff will schedule the student for his/her Virtual VA course through concurrent enrollment with **Virtual Loudoun**.

Note: home School Counselor should enter semester grade if applicable

Step 4: When Virtual VA course is complete, **Virtual Loudoun School Counselor** will enter final grade into Phoenix, and final grade will roll to student's course history.

**home school/student is responsible for any fees as Virtual Loudoun is not budgeted to cover any of these costs.*