Student Registration

The Office of Virtual Learning has set up the following registration process to allow for planning for the respective semester and/or terms. Schools, students, and counselors must adhere to all deadlines in order to ensure all students are scheduled properly, can start classes on time, and students can be successful in completing all course work.

Registration Process

- **Log into SMS and search for a student**
- **Scroll down left side menu and choose Virtual School**

- **On Virtual School screen..… Choose either Middle School or High School**
- **Click ADD to add a course**

- **Choose Course**

- **Click APPLY … Registration is done.** (NOTE: The ENTERED BY field will be automatically filled.)
- **Choose the Registration Term**

- **Choose Registration Term: Semester 1, Semester 2, or Year (This is the term in which the student will take the course. Note: Only AP courses are offered for year.)**

- **Click the link to the Virtual School Registration Export in order to retrieve the student's Blackboard username.**
- **The default password is bbstudent.**
- **This panel is only for online requests for students. If a mistake is made, or schools wish to make changes to the request that was made, a Drop form must be submitted within the specified time period.**

Registration for Exceptional Students

All students that have an Individual Education Plan (IEP) or a 504 Plan must have an IEP Meeting at their home school, prior to the course request, to determine if modifications and accommodations can be met in a virtual learning environment.

Memphis Virtual School
IEP (Individualized Education Plan) Documentation FORM

The Virtual School environment is an online environment in which students learn coursework through the use of the computer. Therefore, this environment is not suitable for all students.

This form is documentation of the available accommodations that the Virtual School can offer and those that cannot.

The following accommodations are AVAILABLE within the Virtual School environment:

- Extra time on assignments
- Extra time on tests
- Abbreviated assignments
- Abbreviated tests

The following accommodations are NOT AVAILABLE within the Virtual School environment:

- Read-Alouds
- Oral assignments
- Oral tests/quizzes
- One-on-One instruction

The signatures below verify that an IEP meeting will take place to discuss the accommodations/modifications that are available within the Virtual School environment and all agree upon specific accommodations that will be used for said student.

Student Name: _____ Date: _____

Student Signature:_____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

School SPED Case Manager/School Designee Name: _____