

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**

The screenshot displays the PowerSchool SMS web application. The browser address bar shows the URL: `sms/PowerSchoolSMS/Student/StudentSearch.aspx?searchLast=true&reset=true`. The page header includes a welcome message for Lisa White and navigation links for Help, Support, About, and Sign out. The main navigation bar contains tabs for Search, Class, School, Admin, My Reports, and Quick Links. The left sidebar menu is expanded, showing options like Student Conduct, SCS Special Ed, ESL, Displaced Student, Family Life, Grades Summary, and Virtual School. The main content area shows the 'Edit Student Demographics' form for a student. The form includes tabs for School Specific, Overview, Personal Info, Address/Phone, Medical Info, and Federal Info. The 'School Specific' tab is active, displaying fields for Preferred name, Current age (18), Home school, Current grade level (12), Current homeroom (1201), Counselor (None), Enrollment status (Enrolled in Single School - Active), Student promotion status (Pending), Academic plan (None), Placement classification (0-9), and Distance from school (miles). The form has 'Apply', 'OK', and 'Cancel' buttons at the bottom right. The footer indicates the copyright for PowerSchool SMS from 1990-2013 Pearson Education, Inc.

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

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- Choose Course

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

PowerSchool SMS

Welcome, Lisa White | Help | Support | About | Sign out

Student name or number Quick Search

School Admin - |

Search Class School Admin My Reports Quick Links ! Print

Home > Student Search > Virtual School > High School Registration 2013-2014

High School Registration

Registration Date: 9/10/2013 mid/yyyy

Course:

Registration Term: N/A

Registration Course: N/A

Entered By:

*Required

Apply OK Cancel

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- **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.)

PowerSchool SMS

Welcome, Lisa White | Help | Support | About | Sign out

Student name or number Quick Search

School Admin - |

Search Class School Admin My Reports Quick Links ! Print

Home > Student Search > Virtual School > High School Registration 2013-2014

High School Registration

Registration Date: 9/10/2013 mid/yyyy

Course:

Registration Term: N/A

Registration Course: N/A

Entered By:

*Required

Apply OK Cancel

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- **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: _____