



## School Counselor Guide to Registration

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## OVERVIEW

Virtual Loudoun Online (VLO) offers three terms each school year in which students may be enrolled in a virtual course. Term 1 and Term 3 are each 15 weeks long and available to high school students in grades 9-12.

Additionally, LCPS middle schools unable to satisfy a World Language course for an 8th grade student (when that course is not available at the home school or at the cluster high school) can request permission with VLO administration to register and approve for either a Term 1 or Term 2 World Language course. Students must be scheduled with an additional resource block to accommodate this asynchronous option.

Term 3 is a 10-week Spring/Summer session open to middle and high school students. There are some limitations for middle school enrollment. Please see the "[Middle School Information](#)" webpage for details.

In order to be enrolled in a Virtual Loudoun Online course, students/families must register for the desired course, and the student must be approved by their school counselor. Students who do not attend LCPS must provide a transcript and recent report card to the Virtual Loudoun Online school counselor for approval consideration. Please visit the [Virtual Loudoun Online](#) website for detailed information, resources, and specific course offerings

Term Dates as detailed on the [Virtual Loudoun Online Program Calendar](#) page:

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## Virtual Loudoun Online Program Calendar

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*The vision of Virtual Loudoun Online is to cultivate quality, flexible, self-paced virtual learning.*

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### 2023 - 2024 School Year

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#### Term 2: Winter/Spring - 15-week term

- Registration begins on **Monday, December 4, 2023, at 6 am** and closes on **Wednesday, January 10, 2024, at 11:59 pm**.
- Classes begin on **Monday, January 29, 2024**, and end on **Friday, May 10, 2024**.
- The last day in Term 2 to **drop** a Virtual Loudoun Online course is **February 23, 2024**--no indication of course on the student's transcript. Virtual Loudoun Online courses include a \$100 non-refundable administrative fee for non-LCPS students who start a course and then drop.
- Students may **withdraw** from a virtual course between **February 24** and **April 12** with a **Withdraw Fail (WF)** if the current grade, determined by progress measured by the course pacing guide, is below 60. Students with a current grade of 60 or higher, determined by progress measured by the course pacing guide, may withdraw between **February 24** and **May 10** with a **Withdraw Pass (WP)**. Withdrawals will not impact GPA but will be indicated on the student's high school transcript.
- For students who do not attend LCPS, **February 23, 2024**, is the last day to pay for a Virtual Loudoun Online course or request a refund.

#### Term 3: Spring /Summer - 10-week term

- Registration begins on **Monday, April 22, 2024, at 6 am** and closes on **Wednesday, May 15, 2024, at 11:59 pm**. Term 3 registration will begin on **Monday, May 6th, for students who reside outside of Loudoun County**.
- Classes begin on **Monday, June 3, 2024**, and end on **Friday, August 9, 2024**.
- The last day in Term 3 to **drop** a Virtual Loudoun Online course is **June 28, 2024**--no indication of course on the student's transcript. Virtual Loudoun Online courses include a \$100 non-refundable administrative fee for students who start a course and then drop.
- Students may **withdraw** from a virtual course between **June 29** and **July 19** with a **Withdraw Fail (WF)** if the current grade, determined by progress measured by the course pacing guide, is below 60. Students with a current grade of 60 or higher, determined by progress measured by the course pacing guide, may withdraw between **June 29** and **August 9** with a **Withdraw Pass (WP)**. Withdrawals will not impact GPA but will be indicated on the student's high school transcript.
- For all students, **June 28, 2024**, is the last day to pay for a Virtual Loudoun Online course or request a refund.

## SCHOOL COUNSELOR STEPS

**(Middle School Counselors: see Page 10 before proceeding with registration and/or approval):**

1. Encourage interested families to the Virtual Loudoun Online website: [lcps.org](https://www.lcps.org) → click on “Schools” → click on “Educational Centers” → click on “[Virtual Loudoun Online](https://www.lcps.org/vlo)”. Or, visit <https://www.lcps.org/vlo>.
2. Discuss with your student and their adult whether a Virtual Loudoun Online course is a good choice and review the [Indicators for Successful Virtual Learners](#).
3. Ensure your students do not exceed the limits that LCPS Department of Instruction has set for virtual coursework for LCPS students. These limits apply to ALL virtual programs, not just Virtual Loudoun Online.
  - a. For Term 3, a student may not exceed a total of 3 credits of coursework for acceleration throughout middle and high school.
  - b. During the school year in Term 1/Term 2, students may take 1 virtual credit of coursework, not to exceed a total of 8 credits when included with classes they are taking at their home school.
4. Encourage students and families to visit our [Resources for Students](#) and [Resources for Parents](#) webpages, review the [FAQs](#) and watch the video on the [Student Experience](#) webpage.
5. Discuss term options, important dates/deadlines, the time the student must dedicate to a course (on average, 140 hours total for a full credit course and 70 hours for a semester course), and computer access. Encourage students and their adults to review the [Technology Resources](#) and [Device Requirements](#) details.
6. After a student’s registration is complete, the registration system will automatically send a registration confirmation email to student and adult emails entered at registration. The school counselor assigned to that student in Phoenix will be copied on this confirmation email.
7. School counselors must review their students’ registrations and resolve by either approving or denying the registration. Only students with approved registrations are enrolled in each term. **In Term 1/Term 2, each high school may only approve students to participate in a total of 125 courses during these two Terms.** (Seats from dropped courses are *not* added back into the available seat count.) Please work with the direction of your Director of School Counseling to ensure your school does not exceed your Term 1/Term 2 seat allotment.
  - a. To access the Virtual Loudoun Online registration, go to the Virtual Loudoun Online website: [lcps.org](https://www.lcps.org) → click on “Schools” → click on “Educational Centers” → click on “[Virtual Loudoun Online](https://www.lcps.org/vlo)”. Or visit <https://www.lcps.org/VirtualLoudoun>.
  - b. From the VLO home page, scroll down to the “Quick Links” list in the lower right section of that webpage. Under the green “Counseling” header in the “Quick Links” list, click on [Counselor Registration Login](#).
  - c. Enter your LEAD username and password. If your credentials do not work, please email [VLOSchoolCounseling@lcps.org](mailto:VLOSchoolCounseling@lcps.org) to request access to VLO registration.

*(See the next page of this PDF for screenshots link to the Counselor Registration Login and access)*

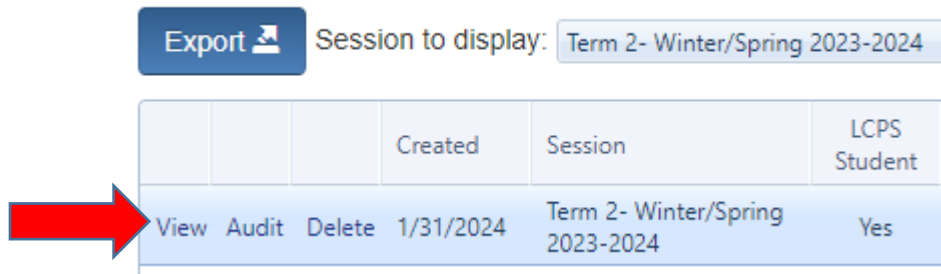


8. Select the appropriate term from the drop box if the registration displays a different term:

*\*\*pro tip: if you want to see ALL the VLO terms in which a student has been registered, select "All":*

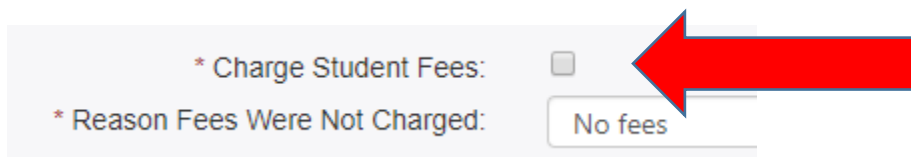
9. You can find your student by using the search box on the upper right-hand corner. Search by student ID or last name to find the student. You may also enter your school's three letter designation, or your name (if it is not a common name that would match with students/other staff) into the search field 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.

10. Click on “View” on the far left of all student data open the registration



11. Scroll down to “Counselor” section. Review all items 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, families 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. (NOTE: if your student is qualified for McKinney Vento OR you know that your administrator will definitely approve a fee waiver, you may leave this “Charge Student Fees” box UNCHECKED and enter “*FEE WAIVER*” in the “Reason Fees Were Not Charged” text field. Complete an [Application for Waiver of Reduction of Fee form](#) and scan/email the approved form to: [VLOSchoolCounseling@lcps.org](mailto:VLOSchoolCounseling@lcps.org)).

See [Paying for Virtual Loudoun Online](#) webpage from the VLO website for all of the details for registration fees, including:

- the current fee structure
- the link to the [Application for a Reduction or Waiver of Fees](#) form
- directions for families who wish to mail in their payment
- information regarding refunds

Here is a summary of what needs to be completed within the “Counselor” section of registration:

The screenshot shows the 'Counselor' registration form. Key elements include:

- Is Registration Approved:** Radio buttons for 'No' and 'Yes' (selected). Text: 'Parents are contacted via email confirming your selection.'
- Reason Registration Not Approved:** Text input field.
- \* Course Taken Previously:** Radio buttons for 'No' (selected) and 'Yes'.
- \* Has Passed SOL:** Radio buttons for 'No' (selected) and 'Yes'.
- \* Charge Student Fees:** Checkbox (unchecked). Text: 'Checking this will send an email to the parent requesting payment.'
- \* Reason Fees Were Not Charged:** Text input field with 'Term 2' entered.
- Student Dropped Course:** Checkbox (unchecked).
- Reason For Dropped Course:** Text input field.
- Fee Amount:** Text input field with '375.00' entered.
- Fees Are Paid:** Checkbox (unchecked).
- Fees Paid Descr.:** Text input field.
- Fees Paid Date:** Text input field with a calendar icon.
- School Session:** Text input field with 'Term 2 - Winter/Spring 2023-2024' entered.
- Courses:** A scrollable list of checkboxes for various virtual courses: Econ/Personal Fin Virtual, Personal Finance Virtual, English 10 Virtual, English 11 Virtual, English 12 Virtual, English 9 Virtual, Health PE 10 w/Driver Ed Virtual, HPE 10 Virtual, HPE 9 Virtual, Algebra 1 Virtual, and Algebra 2 Virtual.
- Admin review:** Two checkboxes (checked) with associated text: 'Admin review 1: have reviewed this students course history and he/she is not exceeding the 3 credit limit for accelerating credits in Term 3- Summer (over middle and high school years)' and '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)'.

## 12. Verify ALL information in the counselor section:

- 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.).
- 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 taken and passed the SOL.
- 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 family.)
- 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.
- 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)
- If the registration is denied, please contact the family to explain why.**
- Students must use their LCPS email. The adult email must be a different email address than the student’s email.

13. 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 the student’s adult and the student 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 XXX,

You are receiving this email because your child's counselor approved XXX for an online course offered by Virtual Loudoun during the Term 2- Winter/Spring 2023-2024 term.

This term begins on 1/29/2024 and ends on 5/10/2024.

**The last day to drop a course without grade penalty is 2/23/2024.**

Your student has been approved to take:

HPE 9 Virtual

Please review the Virtual Loudoun device requirements page, <https://www.lcps.org/Page/212309>, to ensure your child will be prepared for his/her course. Students will need regular access to high-speed broadband internet connection. If you have questions about device requirements, email [Joe.Schwarz@lcps.org](mailto:Joe.Schwarz@lcps.org). If you have enrolled your child in a Health and Physical Education Course, please review the following [information specific to Health and PE](#).

If your student has changed his/her mind about taking a Virtual Loudoun course, please email [VLOschoolcounseling@lcps.org](mailto:VLOschoolcounseling@lcps.org).

**For students who may have travel planned during the term:**

- There is nothing that prohibits an active/enrolled LCPS student from taking their assigned computer out of the country, but DDI suggests that students familiarize themselves with the country’s Internet filtering laws and policies, as some LCPS content and needed instructional materials may be unavailable while they are visiting.
- Access to LCPS resources is blocked for students who are traveling outside of the United States of America. In order to maintain access to LCPS resources, families must specify travel start and end dates for the student in ParentVUE. Visit the PARENTVUE DATA & SECURITY information for [directions and support for entering this information](#) if needed.
- If a student’s Chromebook breaks while participating in virtual learning, they must bring the device to their home school for support and repairs.

While Virtual Loudoun strives to provide support to all students to the fullest extent possible, LCPS and Virtual Loudoun may not be able to support students who have traveled away from Loudoun County. Families need to understand they assume the responsibility for their students to have access to a device and the instructional materials needed to complete their online course.

14. If you check the “Charge Student Fees” box, an additional email regarding payment will automatically be sent to the students’ adults. **If you do NOT click the “Charge Student Fees” box, please be sure you enter the reason the fees were not charged. (See the sample message to follow and be mindful that the dates in this sample message do NOT reflect actual, current term dates.)**

You are receiving this email because your child's counselor approved XXX for an online course offered by Virtual Loudoun during the Term 2- Winter/Spring 2023-2024 term. This term begins on 1/29/2024 and ends on 5/10/2024.

The final step to complete is to pay for the course through the LCPS online payment portal beginning on 1/29/2024. Payment for this term is due no later than 2/23/2024. **Students who are currently eligible for free**



*or reduced lunch pricing pay a fee of \$150.00 per credit and \$75.00 per semester course. Families must "opt-in" to share that information in the registration process to receive the reduced fee.*

Students will be contacted by their Virtual Teacher on or before 1/29/2024, the term start date, regardless of payment status.

Your student has been approved to take:

HPE 9 Virtual

Fee: \$375.00

Payment for XXX's course can be made through [MySchoolBucks](#) beginning on 1/29/2024. Log in to MySchoolBucks beginning on 1/29/2024, and you will see an invoice due for payment. You will not need to create a student account--the invoice will be associated using the student ID and the email address you entered when you registered your student. If you need assistance with MySchoolBucks, please call MySchoolBucks Support, at 855-832-5226, and ask for assistance with paying an invoice.

*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 \$375.00 for a 1 credit course and \$187.50 for a .5 credit semester course. If a student takes HPE 10 with Drivers Ed the cost is \$485.00. Virtual Loudoun courses include a \$100 non-refundable administrative fee for students who start a course and then drop.*

*Students who are currently eligible for free or reduced lunch pricing pay a fee of \$150.00 per credit and \$75.00 per semester course. Families must "opt-in" to share that information in the registration process to receive the reduced fee.*

***The last day to pay for a course, request a refund, or drop a course without grade penalty is 2/23/2024.***

*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 drop by 2/23/2024. Please contact [VLOschoolCounseling@lcps.org](mailto:VLOschoolCounseling@lcps.org) to request course drop.*

The [Application for Reduction or Waiver of Fee](#) form is available for LCPS students taking Virtual Loudoun courses. Families may choose to print and complete the form and return it to the principal at the student's home school for consideration, or the form may be completed online--the link can be found on your school's homepage.

***Payment by Money Order:***

*LCPS and Non-LCPS students may elect to pay by money order beginning on 1/29/2024. The money order should be made out to the 'County of Loudoun' (memo-Virtual Loudoun-Quint Atkinson, id: 1016422). Money orders for payment may be sent to, LCPS Administration Building, Attn: Accounting Office, Suite #313, 21000 Education Court, Ashburn, VA 20148*

*If your student has changed his/her mind about taking a Virtual Loudoun course, please email [VLOschoolcounseling@lcps.org](mailto:VLOschoolcounseling@lcps.org).*

## Virtual Loudoun Online ADMINISTRATIVE STEPS

The Virtual Loudoun Online Director of School Counseling and School Counselor will:

1. Review registrations once approved by home school.
2. Update approval to “not approved” for any student who cancels their registration prior to the start of a term.
3. Coordinate any needed late registration and enrollments.
4. Answer questions and provide support to school counselors.
5. Support participating students during an active term for a successful experience.
6. Coordinate progress report updates to school counselors during Term 1 and Term 2.
7. Update registration and enrollment as “dropped/WF/WP” if a student drops/withdraws from the course during the VLO term.

## Virtual Loudoun Online COURSE INFORMATION FOR MIDDLE SCHOOL STUDENTS

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

**Exception:** LCPS middle schools unable to satisfy a World Language course for an 8<sup>th</sup>-grade student (not offered at the home school or unavailable at the cluster high school) can request permission with VLO administration to register and approve for either a Term 1 or Term 2 World Language course. Students must be scheduled with an additional resource block to accommodate this asynchronous option.

Please see the “[Middle School Information](#)” webpage for details.

Grade	Online Spring/Summer Term	Courses
Rising 9th	Yes	Econ/Personal Finance or Health/PE 9 or World Languages and Math courses that follow the established course progression
Rising 8th	Yes - Math Courses	Must complete Middle School Course progression and understand that further courses may NOT be available at the Middle School level
Rising 7th	Yes—Foundations of Algebra	School Recommendation required

1. [NEW Expungement Policy for rising 9th-grade students](#): “Courses taken in the summer session following a student’s promotion from eighth grade are ineligible for expungement/removal from their high school transcript.”

Therefore, it is important for rising 9th grader students and families to understand they have the option to drop or withdraw (with their adult’s permission) from a VLO Term 3 course, but will NOT have the option to expunge a completed course and remove their final grade from their high school transcript.

2. Encourage interested families to the Virtual Loudoun Online website: [lcps.org](http://lcps.org) → click on “Schools” → click on “Educational Centers” → click on “[Virtual Loudoun Online](#)”, Or visit <https://www.lcps.org/vlo>.
3. Discuss with your student and their adult whether a Virtual Loudoun Online course is a good choice and review the [Indicators for Successful Virtual Learners](#).

4. Ensure your students do not exceed the limits that the LCPS Department of Instruction has set for virtual coursework for LCPS students. These limits apply to ALL virtual programs, not just Virtual Loudoun Online.
  - a. For Term 3, a student may not exceed a total of 3 credits of coursework for acceleration throughout middle and high school.
  - b. During the school year in Term 1/Term 2, students may take 1 virtual credit of coursework, not to exceed a total of 8 credits when included with classes they are taking at their home school.
5. Encourage students and families to visit our [Resources for Students](#) and [Resources for Parents](#) webpages, review the [FAQs](#), and watch the video on the [Student Experience](#) webpage.
6. Discuss term options, important dates/deadlines, the time the student must dedicate to a course (on average, 140 hours total for a full credit course and 70 hours for a semester course), and computer access. Encourage students and families to review the [Technology Resources](#) and [Device Requirements](#) details.
7. After a student's registration is complete, the registration system will automatically send a registration confirmation email to student and adult emails entered at registration. The school counselor assigned to that student in Phoenix will be copied on this confirmation email.

## GENERAL INFORMATION

1. Virtual Loudoun Online utilizes two resources for virtual instruction: (1) Schoology, and (2) Edgenuity (an outside vendor).
2. Students will access Schoology and their Virtual Loudoun Online courses through LCPS GO.
3. Students will receive login information for Edgenuity course access directly from Edgenuity via email.

## VIRTUAL COURSES OFFERED

Please review our Virtual Loudoun Online **Courses** webpage for the full listing of available courses, which are offered in each term: <https://www.lcps.org/domain/24295>.

## VIRTUAL VIRGINIA

1 - Virtual VA registration requests **cannot** be approved if any of the following apply:

- a. The requested course is offered by Virtual Loudoun Online, VLO
- b. The requested course would be an 8<sup>th</sup> credit in the student's schedule during the school year
- c. The requested course is **not** included in the [LCPS Program of Studies](#)

2 - The [VVA Course request](#) must be completed by either the Director of School Counseling or a school counselor for approval review. Families and students should not have access to this form.

- a. Please email Virtual Loudoun Supervisor [Laura.Hicks@lcps.org](mailto:Laura.Hicks@lcps.org) when you or your school counselor have completed a request
- b. Ensure student is NOT exceeding a total of 7 credits
- c. HOLD on action with Virtual VA registration/enrollment until you see your registration request is approved AND the family has completed the [VVA Acknowledgement Form](#)
- d. Ensure that you/your school counselor are making a request ONLY when the home school schedule (including Academies scheduling) has an irresolvable conflict

3 - If approved, the family must complete the [VVA Family Acknowledgement Form](#) prior to the home school counselor enrolling the student in VVA Genius. This form confirms that once enrolled, dropping a VVA course is not an option. **Students should not be enrolled in VVA Genius until this form has been completed.** You have access to [this form](#).

4 - Summer session courses with VVA are not approved if Virtual Loudoun Online (VLO) offers the course. Schools should not pursue VVA enrollment until after the close of the VLO registration window and only if there is no additional seating. If the home school approves, the VVA mentor must be a home school staff member. Parents are not allowed to serve as mentors. The option to approve a VVA course during the summer would be the decision of the home school and the ability to serve as a mentor. Courses must still be listed in the [LCPS Program of Studies](#).

5 - Lastly, middle school students follow the same [middle school guidance](#) for Virtual Loudoun Online Learning. If you are looking to register a current 8th-grade/rising 9th-grade student with Virtual Virginia over the summer (after the close of the VLO registration window & VLO course was filled), please connect/collaborate with the rising 9th-grade school counselor or Director of School Counseling at the cluster high school for supporting a summer class as it can affect 9th-grade class scheduling. **As a reminder, middle School students are not allowed to take a VVA course during the regular academic school year.**

#### **VVA Course Request - Quick Review Steps:**

- Seek approval for a course request via [VVA enrollment request form](#).
- All courses with VVA must be offered in the [LCPS Program of Studies](#).
- Once approved, reach out to the family to complete the [VVA Acknowledgement form](#); check the status of completion [HERE](#)
- Once the acknowledgment form is completed, enroll the student in VVA Genius if within the enrollment window. *Select Invoice to District.*
- If a late enrollment, use the [Late enrollment request form](#) provided by VVA. VVA will give you a window of time to enroll.
- Enroll the student in VVA Genius and request *credit card payment*.
- Once complete, email Virtual Loudoun Supervisor, [Laura.Hicks@lcps.org](mailto:Laura.Hicks@lcps.org) to secure payment