

VIRTUAL LEARNING ACADEMY (www.vlacs.org)

ALTERNATIVE CREDIT APPROVAL

NAME: _____ ID#: _____ YOG: _____ DATE: _____

TOTAL ALTERNATIVE CREDITS TO DATE: _____ COUNSELOR: _____ DISTRICT: _____

504 STUDENT SPED STUDENT CASE COORDINATOR: _____

VLACS COURSE NAME	CREDIT	PINKERTON ACADEMY COURSE	COMMENTS

TOTAL ALTERNATIVE CREDITS TO BE EARNED: _____ EXPECTED COMPLETION DATE: _____

PARENTS – BEFORE SIGNING BELOW PLEASE REVIEW THE FOLLOWING INFORMATION WITH YOUR CHILD:

- In order for the student to receive VLACS course credit on a Pinkerton transcript, the course must be first approved by a Pinkerton school counselor. List of approved VLACS courses is attached. *If the course you select is not on the approved list, you will not earn credit.
- Students can earn a maximum of three (3) alternative learning credits while attending Pinkerton Academy.
- Any VLACS course that is a prerequisite to a course starting in the fall at Pinkerton Academy must be 75% complete by the first day of school, and 100% complete by the end of S1 progress reports. An official transcript showing the course has been completed must be received by S1 progress reports.
- Courses will appear on Pinkerton transcripts as follows:
 - o Completed course: numeric grade given by VLACS
 - o Incomplete course with grades: “W” – withdrawn
 - o Incomplete course without grades: will not appear on transcript
 - o VLACS courses are not included in the student’s GPA calculation.
- Graduating seniors must complete all course work by VLACS’ senior deadline to ensure participation in graduation activities.
- Parents are responsible for forwarding copies of the student’s IEP or 504 plan to VLACS.
- VLACS is free to NH residents only. If you are not a NH resident please contact VLACS for course fees.
- Not all VLACS courses are NCAA approved. Please check NCAA’s website for a list of approved courses.
- This course approval is good for 60 days. After _____, if the student is not fully enrolled in the course(s), he/she will have the course(s) removed from his/her schedule.

Student’s Signature: _____ Date: _____

Parent’s Signature: _____ Date: _____

Counselor Approval: _____ Date: _____

cc: Case Coordinator Passes Program Coordinator

COUNSELOR: Added course to schedule _____ (date/initials)

Step 1: Select Enroll Now

Welcome to VLACS! To enroll in a new course, select the “Enroll” button on our website: <https://vlacs.org/enrollment/enroll> to get started.

ENROLL

Step 2: Create a Student Account

After you select “Enroll,” you will be redirected to Maestro, our Student Information System. Select the “Enroll” button on this page and create a new student account. If you are a parent enrolling for your child, please start by creating an account for them.

Step 3: Complete Your Profile

Answer the prompted questions to complete your profile. Be sure to add up-to-date guardian information, because they will need to create an account too!

Step 4: Activate Your Account and Log In

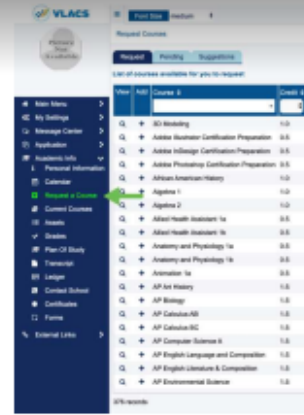
After you submit your information, you will receive an email to activate your new account. Click on the link and log in.

 donotreply@bocavox.com  Inbox - gmail.com 11:17 AM
Virtual Learning Academy Charter School - Application Submittal
To:

Thank you for creating an account with Virtual Learning Academy Charter School. The next step is to click on the activation link that will be sent to you. If you have any questions please feel free to contact us at information@vlacs.org.

Step 5: Choose Your Course(s)

After you log in, you will arrive at your account dashboard. In your dashboard menu, select "Academic Info," and "Request a Course." Choose your course(s) and add it to your course requests by clicking on the + button next to it.



Step 6: Submit Your Request

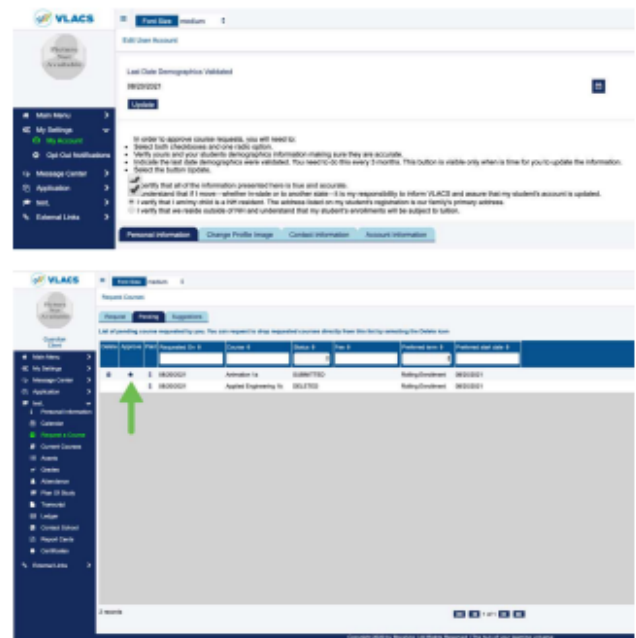
Answer the prompted questions, then select "Add Course Request."



Step 7: Guardian Approve Courses

Once your course request(s) are submitted, they will need to be guardian approved. Just like students, guardians will receive an email to activate their guardian account. Click this link, log in, and locate the menu on your dashboard. Go to "My Settings" and select "My Account." Verify that all of the information is accurate, then select "Save."

After completing this step, courses can be approved by selecting your child's name in your menu, and clicking "Request a Course." Here, you'll find all of your child's pending course requests. To approve, select the star icon.



Congratulations! You are officially enrolled. Please wait to be assigned an instructor. The time it takes for students to be assigned will vary based on the volume of enrollments we are processing at that time. As soon as you are Page 2 / 2 you will receive a welcome email introducing you to your instructor.