



## Student Registration Process

1. Student creates an account at [www.gavirtualschool.org](http://www.gavirtualschool.org).
2. The facilitator approves or denies the application. *The student and parent email on file receive an automated email noting the approval or denial for the application.*
  - a. Public and private school students: this is the liaison between GaVS and the local school. The facilitator is typically a counselor or administrator at the school.
  - b. Homeschool students: A GaVS support specialist will approve or deny your application.
3. The facilitator selects the payment type for the application. *The student and parent email on file receive an automated email noting the payment type for the application.*
4. If a waiver is required for the application, the waiver must be signed by the parent next. The waiver link is emailed directly to the parent email account on file. Courses requiring a waiver: AP Biology, AP Chemistry, AP Environmental Science and Personal Fitness. *The student and parent email on file receive an automated email noting the next step for the application.*
5. If the facilitator selected student must pay tuition for the application, payment will be required next. Payment can be made via the student or parent account. *The student and parent email on file receive an automated email noting payment is required for the application.*
6. If a software release is required, the student must sign the software release verifying mailing address. Student signs the release after logging in to his/her GaVS student account. Courses requiring a software release: AP Biology, AP Chemistry, AP Env Science, AP Latin, AP Music Theory, AP Spanish, AP Statistics and AP Physics II. *The student and parent email on file receive an automated email noting the application is waiting on enrollment.*
7. The facilitator will move the application to enrollment. At enrollment the student has secured a spot in the course. *The student and parent email on file receive an automated email noting the application is now enrollment complete.*
8. The student and parent will receive a Welcome to GaVS email that gives tips for having a successful semester and how to complete student orientation course.
9. The instructor will send a welcome email as well as complete a phone call the week prior to the start of the course.