

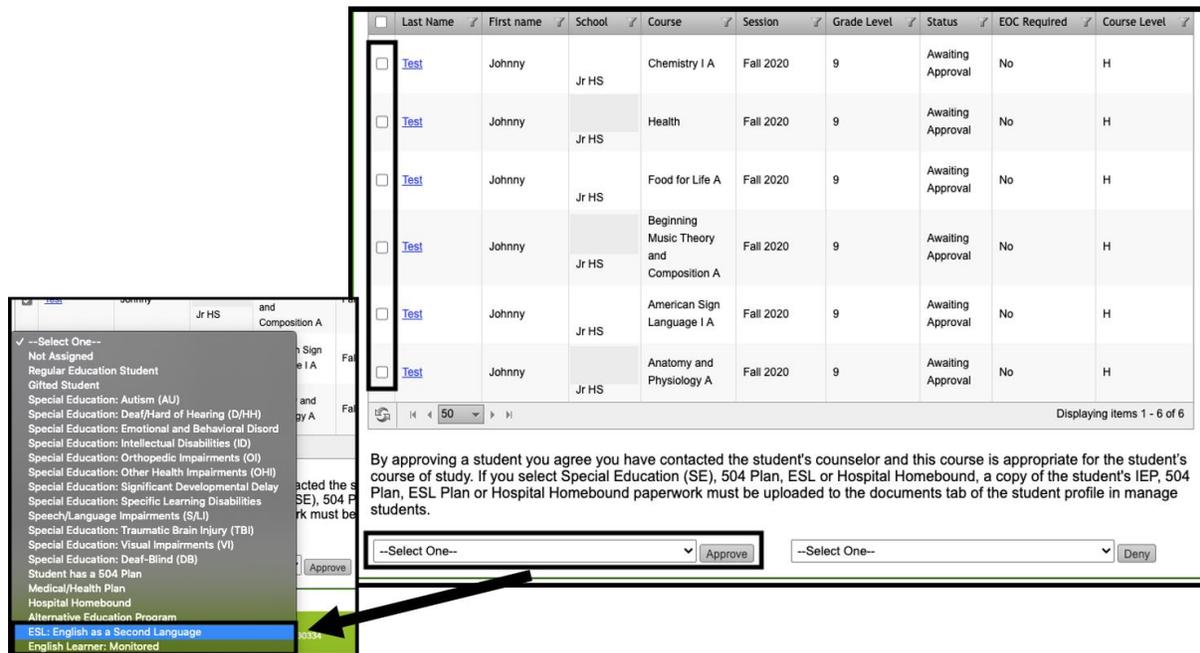
## English Learners in Georgia Virtual School Course Application Process

### Step 1: Identify English learner student's classification or status.

The Georgia Virtual School facilitator at each local school approves all course applications for students, including English learners, taking Georgia Virtual School courses. During the approval process, facilitators can approve or deny course applications.

If approving an application, the facilitator should:

1. Choose the application(s) to approve.
2. From the dropdown menu, correctly identify the student classification (i.e. EL status) for each application.
  1. English as a Second Language (EL=Yes/ESOL=Yes students)  
or
  2. English Learner: Monitored (EL=1 and EL=2 students)
3. Approve the application(s).



| <input type="checkbox"/> | Last Name | First name | School | Course                                   | Session   | Grade Level | Status            | EOC Required | Course Level |
|--------------------------|-----------|------------|--------|--|-----------|-------------|-------------------|--------------|--------------|
| <input type="checkbox"/> | Test      | Johnny     | Jr HS  | Chemistry I A                            | Fall 2020 | 9           | Awaiting Approval | No           | H            |
| <input type="checkbox"/> | Test      | Johnny     | Jr HS  | Health                                   | Fall 2020 | 9           | Awaiting Approval | No           | H            |
| <input type="checkbox"/> | Test      | Johnny     | Jr HS  | Food for Life A                          | Fall 2020 | 9           | Awaiting Approval | No           | H            |
| <input type="checkbox"/> | Test      | Johnny     | Jr HS  | Beginning Music Theory and Composition A | Fall 2020 | 9           | Awaiting Approval | No           | H            |
| <input type="checkbox"/> | Test      | Johnny     | Jr HS  | American Sign Language I A               | Fall 2020 | 9           | Awaiting Approval | No           | H            |
| <input type="checkbox"/> | Test      | Johnny     | Jr HS  | Anatomy and Physiology A                 | Fall 2020 | 9           | Awaiting Approval | No           | H            |

By approving a student you agree you have contacted the student's counselor and this course is appropriate for the student's course of study. If you select Special Education (SE), 504 Plan, ESL or Hospital Homebound, a copy of the student's IEP, 504 Plan, ESL Plan or Hospital Homebound paperwork must be uploaded to the documents tab of the student profile in manage students.

--Select One-- 
 --Select One--

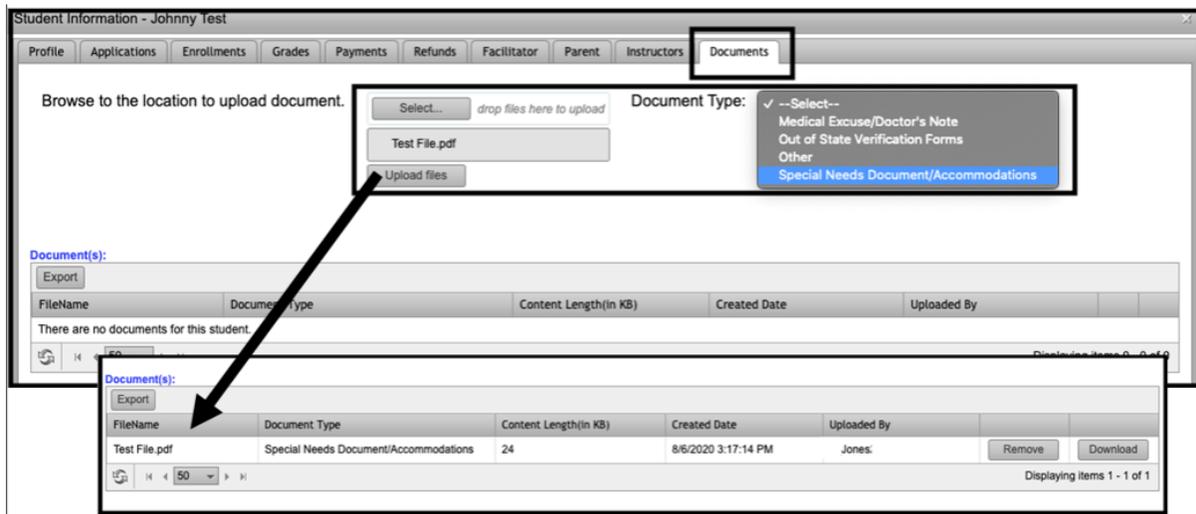
Dropdown menu options:
 

- Select One--
- Not Assigned
- Regular Education Student
- Gifted Student
- Special Education: Autism (AU)
- Special Education: Deaf/Hard of Hearing (D/HH)
- Special Education: Emotional and Behavioral Discord
- Special Education: Intellectual Disabilities (ID)
- Special Education: Orthopedic Impairments (OI)
- Special Education: Other Health Impairments (OHI)
- Special Education: Significant Developmental Delay
- Special Education: Specific Learning Disabilities
- Speech/Language Impairments (S/LI)
- Special Education: Traumatic Brain Injury (TBI)
- Special Education: Visual Impairments (VI)
- Special Education: Deaf-Blind (DB)
- Student has a 504 Plan
- Medical/Health Plan
- Hospital Homebound
- Alternative Education Program
- ESL- English as a Second Language
- English Learner: Monitored

## Step #2: Upload Documentation

After approving an application for an English learner (EL), the most recent Access for ELLs test score results, signed and dated EL/TPC form, and English Language Development (ELD) Plan, when available, should be uploaded to the **student profile** in the Georgia Virtual School registration system:

1. In the student profile, navigate to the Documents tab.
2. Click select to choose the document to upload.
3. Choose the document type from the dropdown menu.
4. Click the upload files button.
5. Once uploaded, the file will display under the documents list.



When documentation is uploaded, the Georgia Virtual School special needs team is notified. The documentation will then be reviewed, and teachers will be notified so they can provide EL students with the classroom scaffolds/differentiation and assessment accommodations needed for the student to be successful in the course.

For more information, please contact:  
Sarah Newman, Supervisor of Special Needs  
[snewman@doe.k12.ga.us](mailto:snewman@doe.k12.ga.us)  
404-985-8371

