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 and must identify English learner and English learner monitored students 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).
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 student learning services team is notified. The documentation will be reviewed, and the online classroom teachers will be notified of the classroom and assessment accommodations that need to be implemented in their course for the English learner. During the placement process, it is important to consider that Georgia Virtual School provides classroom and assessment accommodations per the student’s EL/TPC and applicable to the online course(s) in which the student is enrolled. The local public school will need to provide required ESOL language instruction services.

For more information, please contact:
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