

SCHOOL DISTRICT VIRTUAL INSTRUCTION PROGRAM 2010-2013 APPLICATION PROCESS

HELPFUL HINTS

This document is being provided to potential applicants for the 2010-2013 Application Process for the School District Virtual Instruction Program as a guide to completing the online application.

The online application will be available beginning on Thursday, October 1, 2009, through Saturday, October 31, 2009, at 11:59 p.m. The Web site for the application is available through your Web browser at <http://www.fldoe.org/Schools/virtual-schools/DistrictVIP.asp>.

In order to complete an application, you must first register your company online at https://app1.fldoe.org/K12_VirtualSchools/Register.aspx to receive a username and password. Companies can register at any time prior to or after October 1; a username and password will be sent to the email address provided during the registration process.

Step One – Logging in

Once you receive your company's username and password by email, you are ready to begin completing the online application. NOTE: Both the username and password are case sensitive.

Please keep the email with the login information as a reference in case you forget the username or password. If you misplace the login information, please contact Sally Roberts at (850) 245-9617 or via email at sally.roberts@fldoe.org.

Step Two – Navigating the Online Application

Once you log in to the application, the following navigation tips may be helpful.

Across the top of the screen, links are provided for the following:

- Logout: Any time you need to leave your application, click on the Logout link provided at the top of the Web page. Please make sure to "Save" the application prior to logging out to ensure that data is not lost.
- Expand All: Clicking on this feature will automatically expand all of the questions under each Part of the application.
- Collapse All: Clicking on this feature will automatically collapse all of the questions under each Part of the application.
- Print Version: Clicking on this feature will bring up a new window with a print-friendly version of the application. The application can be printed in portrait or landscape.
- Provider Signature Page: Once you have completed the online application, print this page, have it signed by the CEO (or designee) of the company and submit it to the Florida Department of Education. Instructions for submitting the signature page to the Department are included on the form.

Under Navigation, shortcuts to the following sections of the application are provided:

- Part 1: In this section, complete questions and provide documentation about the type of program that your company would like to offer to Florida students.

- Part 2: In this section, complete compliance questions and provide documentation that your company can meet the statutory program requirements to operate a virtual instruction program in Florida. Section 2 is divided into the following compliance areas:
 - o Provider Requirements
 - o Staff Requirements
 - o Curriculum and Instruction
 - o Student Eligibility and Participation Requirements
 - o Reporting Requirements
- Part 3: Florida law requires that all virtual education providers show prior successful experience in providing virtual instruction. This section will ask questions related to those prior experiences in the following areas:
 - o Questions related to all prior experiences
 - o Curriculum and Instruction (for one experience only)
 - o Student Assessment and Program Accountability (for one experience only)
 - o Staff Quality (for one experience only)
 - o System Performance and Technical Support (for one experience only)
 - o Financial Solvency (for one experience only)
 - o Reporting Requirements (for one experience only)
 - o Other Indicators of Program Success (for one experience only)

Step Three – Completing the Online Application

Various functionalities are used throughout the online application. Please refer to the following tips as you complete the application for your company.

- Shortcuts – you can use the shortcuts at the top of the screen under Navigation to skip between sections of the application.
- In addition to the Expand/Collapse All features, you also have the option to expand or collapse each question on the application.
- Each question contains a radial button to indicate whether you “meet” or “do not meet” an expectation within the application. Please select the appropriate radial button for each question.
- Some questions contain check boxes; unless otherwise indicated, you should check all of the boxes that apply.
- Text boxes are used throughout the application. In order to make sure that you do not lose any unsaved data, it is good practice to create your text in a separate file and then use your copy/paste feature to enter the information into the text boxes.
- Questions containing text boxes have a 500-character limit per text box. Please note that although the box itself will allow you to enter more than 500 characters, when you save your application, you will receive an error message for any text box containing more than the 500 characters allowed. Should you receive this error message, you will have to edit your text down to the appropriate character limit.
- File Uploads – the following file types can be used to upload your supporting documentation: Word (.doc), Excel (.xls), PowerPoint (.ppt), Notepad (.txt), Rich-Text Format (.rtf), and Adobe Acrobat (.pdf).

- To upload a file, click on Browse, select the file that you would like to upload, click Open. The file to be uploaded should now show in the text field next to the Browse button. Once the filename is showing in the text field, you must then click Upload. Once you have clicked Upload, you should see the file as a link under View Uploaded File. NOTE: Make sure you upload your document before moving on to the next question or section. Just because you see the filename in the text field next to the Browse button does not mean that your file has been uploaded.
- Once a file has been uploaded to the application, it cannot be removed. However, if you upload a document and need to replace that particular document with a revised version, as long as the filename matches between the two files, the system will allow you to upload the revised version and it will overwrite the previous version of that file.
- Supporting documentation MUST be provided for each question in the application. Please make sure that your documentation does not contain any confidential information; any confidential information should be redacted prior to uploading your files.
- At the end of Part 2, after question 16, there is an Assurance link. Throughout the application, there are questions that request an assurance from your company. Click on the Assurance link to access the required Assurance page; it will pop up in a new browser window. Please print, sign, scan and upload the Assurance in the box provided.

Step Four – Submitting the Application

- It is good practice to Save your document frequently to safeguard against the loss of data. Be sure to Save your document any time you logout of the application. The Save feature is at the bottom of the application at the end of Part 3.
- If your application contains any errors, you will receive an error message when you Save your application. Errors will show at the top of the screen in red text; otherwise, if your application is error-free, you will receive a message in red text that says “Successfully Saved”. Your application must be saved no later than 11:59 p.m. on Saturday, October 31, 2009, in order to be considered by the Department of Education.
- Print Version – if you would like to have a printed version of your final application, a link has been provided at the top of the screen to a printer-friendly version of the application.
- Don’t forget to print, sign and send your Signature Page to the Department of Education.

If you have any questions about the School District Virtual Instruction Program Application Process, please contact Sally Roberts at (850) 245-9617 or sally.roberts@fldoe.org.