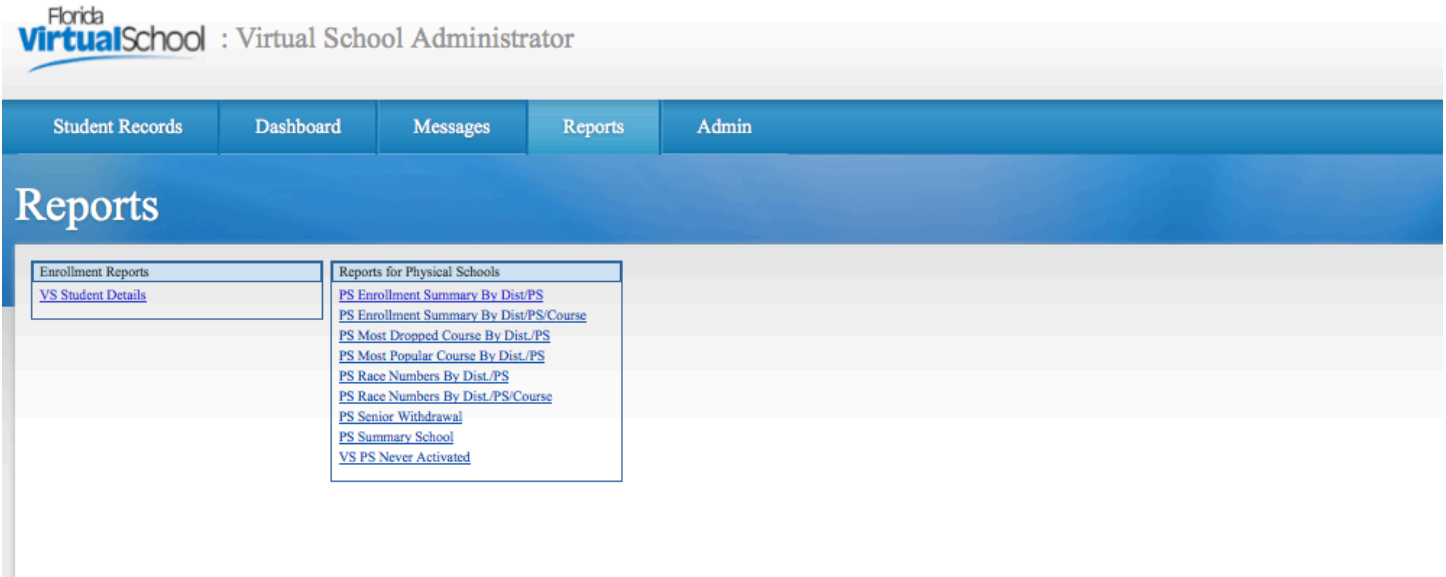
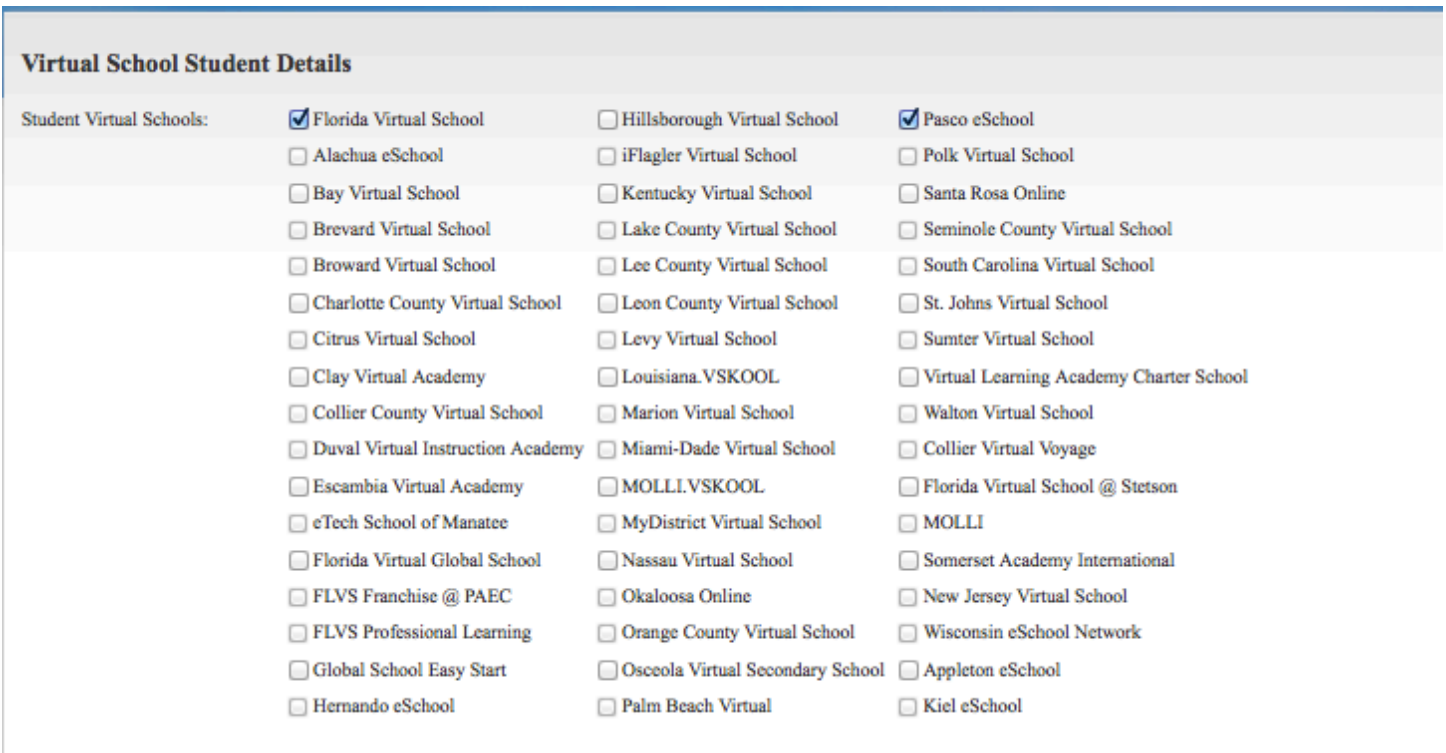


Pulling an Active Enrollment Summary Report

1. Login to VSA (<http://vsa.flvs.net>)
2. Click on the blue REPORTS tab at the top of the dashboard (screen).
3. Under the reports screen, look for the option entitled “**VS Student Details**” under Enrollment Reports.



4. Click on **VS Student Details**. Set the filters as shown:



- Enrollment Virtual Schools:
- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Florida Virtual School | <input type="checkbox"/> Hillsborough Virtual School | <input checked="" type="checkbox"/> Pasco eSchool |
| <input type="checkbox"/> Alachua eSchool | <input type="checkbox"/> iFlagler Virtual School | <input type="checkbox"/> Polk Virtual School |
| <input type="checkbox"/> Bay Virtual School | <input type="checkbox"/> Kentucky Virtual School | <input type="checkbox"/> Santa Rosa Online |
| <input type="checkbox"/> Brevard Virtual School | <input type="checkbox"/> Lake County Virtual School | <input type="checkbox"/> Seminole County Virtual School |
| <input type="checkbox"/> Broward Virtual School | <input type="checkbox"/> Lee County Virtual School | <input type="checkbox"/> South Carolina Virtual School |
| <input type="checkbox"/> Charlotte County Virtual School | <input type="checkbox"/> Leon County Virtual School | <input type="checkbox"/> St. Johns Virtual School |
| <input type="checkbox"/> Citrus Virtual School | <input type="checkbox"/> Levy Virtual School | <input type="checkbox"/> Sumter Virtual School |
| <input type="checkbox"/> Clay Virtual Academy | <input type="checkbox"/> Louisiana.VSKOOL | <input type="checkbox"/> Virtual Learning Academy Charter School |
| <input type="checkbox"/> Collier County Virtual School | <input type="checkbox"/> Marion Virtual School | <input type="checkbox"/> Walton Virtual School |
| <input type="checkbox"/> Duval Virtual Instruction Academy | <input type="checkbox"/> Miami-Dade Virtual School | <input type="checkbox"/> Collier Virtual Voyage |
| <input type="checkbox"/> Escambia Virtual Academy | <input type="checkbox"/> MOLLI.VSKOOL | <input type="checkbox"/> Florida Virtual School @ Stetson |
| <input type="checkbox"/> eTech School of Manatee | <input type="checkbox"/> MyDistrict Virtual School | <input type="checkbox"/> MOLLI |
| <input type="checkbox"/> Florida Virtual Global School | <input type="checkbox"/> Nassau Virtual School | <input type="checkbox"/> Somerset Academy International |
| <input type="checkbox"/> FLVS Franchise @ PAEC | <input type="checkbox"/> Okaloosa Online | <input type="checkbox"/> New Jersey Virtual School |
| <input type="checkbox"/> FLVS Professional Learning | <input type="checkbox"/> Orange County Virtual School | <input type="checkbox"/> Wisconsin eSchool Network |
| <input type="checkbox"/> Global School Easy Start | <input type="checkbox"/> Osceola Virtual Secondary School | <input type="checkbox"/> Appleton eSchool |
| <input type="checkbox"/> Hernando eSchool | <input type="checkbox"/> Palm Beach Virtual | <input type="checkbox"/> Kiel eSchool |

State:

District:

Physical School:

Physical School Property:

Subject:

Course:

Course Type:

Course Part:

School Year:

Supervisor:

- Enrollment Status:
- | | | |
|--|---|---|
| <input type="checkbox"/> Course Requested | <input type="checkbox"/> Active | <input type="checkbox"/> Never Assigned |
| <input type="checkbox"/> Course Request Complete | <input type="checkbox"/> Withdrawn Failing | <input type="checkbox"/> Complete Failing |
| <input type="checkbox"/> Never Activated | <input type="checkbox"/> Withdrawn No Grade | <input type="checkbox"/> Contact Instructor |
| <input type="checkbox"/> Classroom Assigned | <input type="checkbox"/> Complete | |

Select a format:

[Generate Report](#)

5. Check the appropriate enrollment statuses that you want to see. Click on **Generate Report**.

Enrollment Status Legend:

Enrollment Status	Meaning
Course Requested	The student has requested the course but is missing guidance and/or parent approval.
Course Request Complete	The student has obtained all required approvals and is awaiting teacher assignment. If the course is to be taken with Pasco eSchool, call 6-1900 or email jherndon@pasco.k12.fl.us . If the course request is with FLVS, the student is on a waiting list until a seat opens.
Never Activated	The student was assigned to a classroom but later dropped before reaching active status.
Classroom Assigned	The student has been assigned to a teacher and may begin work. The student must complete a welcome call to reach active status.
Active	The student has completed the welcome call process and is enrolled in the course.
Withdrawn Failing	The student was withdrawn from the course after having been active for more than 28 days, but without completing 50% of the course work.
Withdrawn, No Grade	The student was withdrawn within the grace period (first 28 days).
Complete	The student has completed the course and is no longer actively enrolled.
Never Assigned	The student withdrew from the course prior to being assigned a teacher.
Complete Failing	The student was issued a failing grade and had completed 50% or more of the coursework.
Contact Instructor	The student's access to the course has been suspended. The student must call the instructor to regain access. This is a virtual suspension, usually issued because the student has not completed a monthly call or discussion assessment that is required, or has submitted work that is plagiarized.