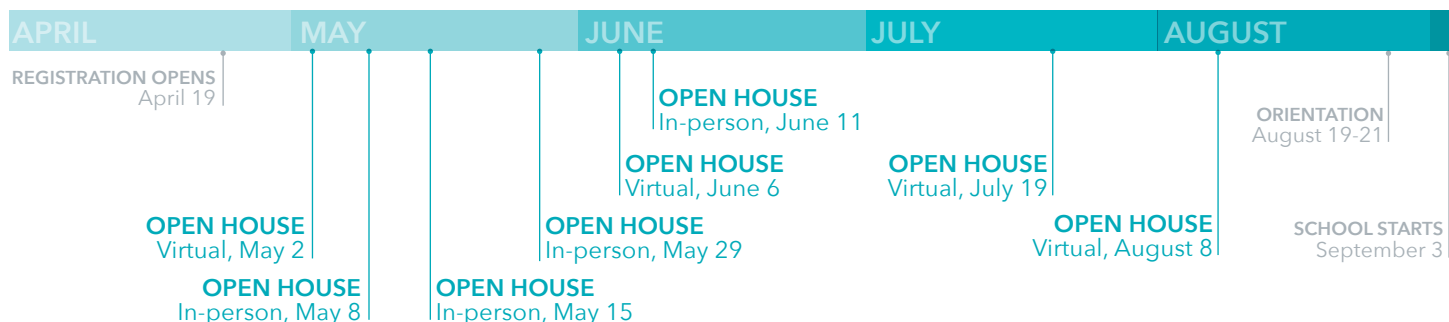




I'm ready! *How do I begin?*

The Philadelphia Virtual Academy is accepting registrations now for the 2013-14 school year. Before the school year begins, there are many opportunities to get to know Philadelphia Virtual Academy:



We encourage students and families to attend an open house—either in person or virtually—to meet the staff and teachers that will be supporting their learning throughout the year.

Translated versions of this document are available at: www.philasd.org/translation (search word “[PVAEnroll](#)”)

When you're ready to sign up, enrollment is a simple, step-by-step process. There are some things that you as a family are responsible to provide to the district; other tasks will be taken care of by our PVA team, to be sure your child is placed in the right classes and programs. Let's walk through it together:

1. Completion of the PVA Intake Form. Our initial enrollment form is online at <http://www.philasd.org/pva>. This form gathers basic information and will allow our staff to contact you about PVA registration.

Who completes this step?

You (the parent or guardian) complete this step.

2. Special Education Review. An IEP team meeting will be convened for all interested students with an Individualized Education Plan (IEP) to ensure that the goals in the IEP can be met in PVA. If the team concurs that the placement is appropriate, a Notice of Recommended Placement (NOREP) will be issued and signed by the parent. Special education certified teachers will serve as case managers, providing direct academic support for students in addition to guidance for the content teachers to ensure that they are modifying assignments as required by the IEP.

Our PVA Special Education team along with you (the parent/guardian) will complete this step.

3. English Language Learner Placement. The large amounts of reading and writing required in online courses may present challenges for English Language Learners (ELLs). It is recommended that ELLs enrolled in online learning programs demonstrate readiness by submission of recent exam scores as follows:

You (the parent or guardian) complete this step.

- Sufficient English Language proficiency skills as indicated by a composite score of 3.5 or higher on the Wida Access Test or Wida Access Placement Test (W-APT); and
- Sufficient literacy skills in English as indicated by a literacy composite score of 3.5 or higher on the Wida Access test or W-APT.

Each student will be evaluated to determine a planned program of English as a Second Language instruction (ESL) to facilitate the acquisition of English language skills and provide an instructional program appropriate to the student's developmental and instructional level. Appropriateness for ELLs in the online setting will be based upon the students' Wida Access Test scores or W-APT.

Full-time only online programs are not recommended for ELLs who score lower than 3.5 on the Wida Access Test or W-APT. However, online learning programs can be utilized to provide individualization of curriculum and instruction for English Language Learners who score an overall composite score of 3.5 or higher with a minimum literacy composite score of 3.5 on WIDA ACCESS test or W-APT.

FAQ

Who can attend PVA?

Students, under the age of 21, who are residents of the School District of Philadelphia (SDP) and who are in grades 6-12 and have successfully completed 5th grade by September 1, 2013 may attend PVA.

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4. **Submission of required documents.** Required documents that support your child's registration are as follows. Please bring these documents to 440 N. Broad Street to register your child in PVA. Contact 215-400-3110 for further information.

IF TRANSFERRING TO PVA FROM ANOTHER SCHOOL DISTRICT:

Who completes this step?

Proof of Age (Official Birth Certificate, Baptismal Certificate, notarized statement from the parent or other relative indicating the date of birth, valid passport, prior school record indicating date of birth);

You (the parent or guardian) complete this step.

Proof of Residency (Two (2) of the following: Deed, lease, current utility bill, current credit card bill, property tax bill, vehicle registration, driver's license, DOT identification card);

Immunization Record (Written statement from the former school district, or from a medical office that the required immunizations have been administered, or that a requested series is in progress, or verbal assurance from the former school district or a medical office that the required immunizations have been completed, with records to follow.);

Home Language Survey (completed online for first-time enrollment students);

For all 6th-9th grade students: Most recent Report Card;

For all 10th-12th grade students: An unofficial transcript from your current high school showing academic standing and courses completed;

For IEP or Gifted IEP (GIEP) students, submit both of the following forms:

A copy of your student's current IEP (Individualized Education Plan) or Gifted IEP, and

The Evaluation Report (valid for three years);

For 504 (Medical Accommodations) students: A copy of your student's current 504 Accommodation Plan.

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Who completes this step?

IF ENROLLING AT PVA FROM THE SCHOOL DISTRICT OF PHILADELPHIA:

- Voluntary Transfer Form - Ett-36** (Because you are choosing to attend this school instead of your nearest School District of Philadelphia school, your registration is considered a Voluntary Transfer);
- For all 6th-9th grade students: Most recent Report Card;
- For all 10th-12th grade students: An unofficial transcript from your current high school showing academic standing and courses completed;
- For IEP or Gifted IEP (GIEP) students, submit both of the following forms:
 - A copy of your student's current IEP (Individualized Education Plan) or Gifted IEP, and
 - The Evaluation Report (valid for three years);
- For 504 (Medical Accommodations) students: A copy of your student's current 504 Accommodation Plan.

You (the parent or guardian) complete this step.

5. Completion of the PVA Placement Exams. Accurate course placement is essential to online student success. PVA Placement Exams ensure that your student is registered for online courses that match their level of readiness.

PVA exams are available in the core subjects of language arts, math, science, and history; there is also an English Grammar Skills and Math Skills diagnostic test. Only the English and Math diagnostic exams are required before registering in the academy; if your student plans to take other subjects, they may be asked to take those specific tests upon registration.

The exams take approximately 30 minutes each. Following the exam, our registration team will recommend one of four levels for each course your child is taking:

1	2	3	4
Anchors/ Foundation level courses are a foundational version of the original course content for easier reading and comprehension of concepts	College Preparatory level courses are the traditional, original courses that are designed on grade level	Honors level courses offer enrichment activities and an honors distinction on a student's transcript	Advanced Placement (AP) level courses offer a chance to earn college credit at the end of a course by testing well on the AP exam for the subject.

Who completes this step?

You (the parent or guardian) complete this step.

FAQ

Does my child have to take all of their courses at the same level?
No; your child may test into the Anchors level of one course, and the Honors level of another. That is just fine at PVA and we will enroll them in each course that suits their needs, whether remedial or advanced.

FAQ

Does my child have to earn a minimum score on the test to be enrolled in PVA?

In most cases, there is no minimum score required. However, our high school courses are designed for students who are reading at approximately the 7th grade or better. Our middle school courses are designed for students reading at approximately 5th grade or better. If your child tests significantly behind grade level on reading or some math skills, we may suggest that PVA online courses are not the most appropriate placement for him or her, as online learning is reading-intensive. This will be discussed with you, though, and determined on a case-by-case basis; students who are behind grade level but are suited for online learning can receive additional supports through the academy that can help them achieve success.

Do you have additional questions about the enrollment process?

Please visit us online at <http://www.philasd.org/pva>, or contact us by email at pva@philasd.org, or call 215-400-3110. We're happy to help!