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Dear Parents:

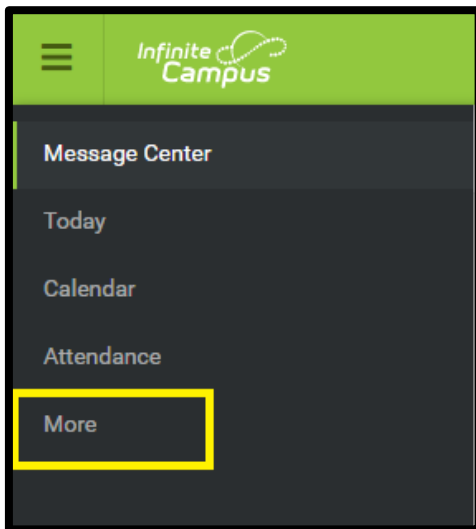
You will use the Infinite Campus Parent Portal to submit an application for your child(ren) for Houston Virtual Learning. Please follow the directions below to submit an application for each child that you wish to be considered for Houston Virtual Learning. In addition, follow the instructions to verify and, if needed, update your contact information. It is very important that your information be verified to ensure that you receive information pertaining to Houston Virtual Learning.

Thank you!

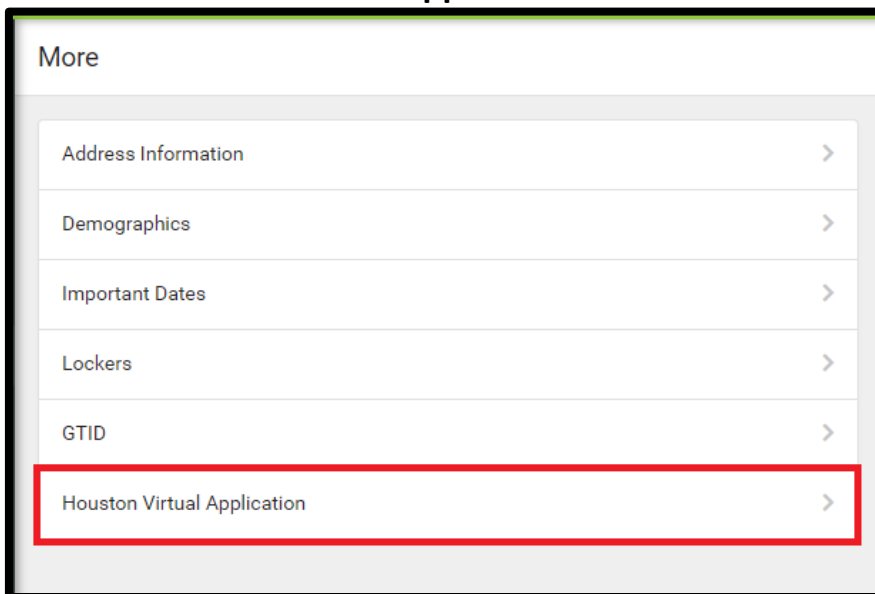


Application for Houston Virtual Learning

1. Log into your Parent Portal Account on a computer.
**The application does not work on a phone or iPad.*
** The Guardian(s) in the primary household are the only ones who can access the application.*
2. On the left-hand side of the screen, click on **“More”**



3. Click on **“Houston Virtual Application”**





- A new window will open displaying all children in your household. When you are ready to start the application process, select **“Click to Begin”** at the bottom of the page.

Online Registration

Welcome to the Houston Virtual Learning Application. You will use the link below to apply for Houston Virtual Learning for students who are **High Achieving**. Please verify that the contact information for your child(ren) is correct and make any necessary changes. This will allow us to effectively communicate with you. Once you receive your confirmation email, please keep this for your records.

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
[REDACTED]	[REDACTED]	yes	Included	no
[REDACTED]	[REDACTED]	yes	Included	no

Registration Year *

Click to Begin

- Next, after reading the brief overview of the application process, click on **“Begin”**

Infinite Campus Online Registration Application Number: _____

[English](#) | [Español](#)

Houston County has created the option for Houston County Virtual Learning for the 2022-2023 school year. To submit an application for your child(ren) to be considered for Houston Virtual Learning you will need to go through the online application. To begin, you will click **Begin** at the bottom of this page.

This application will go through each tab and allow you to verify the contact information and make changes if necessary. Once you have verified that the information is correct, click **“Next”** and then **“Save”**.

All the highlighted information will have to be verified; however, you will be able to update phone numbers and email addresses during this process.

After you have verified your personal information, you will be directed to the Student tab. Here, you will click on your child(ren)'s name and continue to the Houston Virtual Application page.

This tab will contain questions for you to answer about your child and provide information about the Houston Virtual Program. Answer the provided questions and sign digitally to verify the information you have provided is correct and you agree to the conditions of the application.

Once you are finished, take a moment to review the information that you are providing is correct. When you are ready, click **“Submit”**.

Begin



6. There will be five tabs across the top of the screen. Each tab must be completed in order. The system will not allow you to move to the next tab until you have successfully completed the current tab. Carefully verify and update your contact information as necessary, click “**Next**” to continue. When you have completed and verified all information, click “**Save**”

Infinite Campus Online Registration

* Indicates a required field

▼ Household Parent/Guardian Emergency Contact

▼ Primary Household Phone

Primary Phone
(478) 999 - 9999 *

Next ▶

▶ Home Address

Save

7. The **Student** tab will show each child(ren) in your household. *If there are students not displayed that should be, please contact the ATS clerk at the school.* The student will be highlighted in yellow until all information has been verified. Click on “**Edit**” to access each student’s information.

Infinite Campus Online Registration

* Indicates a required field

✓ Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student Completed

Student

First Name	Last Name	Gender	School	Completed	Record Type	
First Name	Last Name	F	Perry High School		Existing	Edit
First Name	Last Name	F	Kings Chapel Elementary		Existing	Edit

Description of Add Student

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Student

Back Save/Continue



8. To indicate that you would like for your child to be considered for Houston Virtual, select **“Yes”** on the **“Houston Virtual Application”** tab. *If you have multiple students in your household and some are not participating in Houston Virtual, then you can select **No** and click **Next**.*

The screenshot shows a web application interface with a progress bar at the top containing five steps: Household, Parent/Guardian, Emergency Contact, Student (highlighted in blue), and Completed. Below the progress bar, the 'Student Name' section is visible, followed by a 'Demographics' section. The 'Houston Virtual Application' section contains a paragraph of text and a question: 'Are you applying to the Houston Virtual for the 2022-2023 school year for the student listed above?'. A red arrow points to a dropdown menu on the right side of the question, which has 'Yes' selected. Below the question are 'Previous' and 'Next' buttons. Further down are sections for 'Relationships - Parent/Guardians', 'Relationships - Emergency Contacts', 'Relationships - Restricted Pickup (This person CANNOT pick up student from school)', and 'Release Agreement - Technology'. At the bottom are 'Cancel' and 'Save' buttons.

9. Once you select **“Yes”**, additional information will generate. Please answer the technology questions and read the requirements carefully. When you are finished, click **“Next”**.

The screenshot shows the same web application interface as the previous one, but with the 'Technology' section expanded. The question 'Are you applying to the Houston Virtual for the 2022-2023 school year for the student listed above?' now has a 'Yes' dropdown menu on the right, with a red arrow pointing to it. Below this is the 'Technology' section, which includes a paragraph of text and a question: 'Please tell us who your internet provider is:'. A red arrow points to a dropdown menu on the right side of this question. Below the 'Technology' section is a certification statement: 'I certify that my child is enrolled in the Houston County School District, and I request that he/she be considered for enrollment in the Houston Virtual Program. I understand that this commitment to virtual learning is for the full 2022-2023 academic school year, which ends on May 24, 2023.' This is followed by a list of requirements for students, including having a stable internet connection, being available for instruction, logging in and participating in class, meeting academic requirements, reporting to their zoned school, and having limited options for specials and electives. Below the requirements is another certification statement: 'I acknowledge that my child will be taught by a professionally qualified Houston County School District Teacher(s), some of whom may be at a different location than my child's zoned school. Teacher assignments will be made at the sole discretion of the Houston County School District. You will be asked to sign acknowledging you have read the above requirements at the end of the registration process.' At the bottom of the form, the 'Next' button is highlighted with a red box. The 'Previous' and 'Save' buttons are also visible.



10. You will continue through the remaining tabs, verifying the information. The last tab is the **“Release Agreement-Technology”**. This tab will ask you to read the Technology acceptable use policy, link provided. Select **“Yes”** from the drop-down to agree. To confirm you are applying to the Houston Virtual Learning program for your child(ren) and agree to the terms listed in the application, select **“Yes”** from the drop-down. You can then use your mouse to sign your name to indicate that you agree to both. When finished, click **“Save”**.

Release Agreement - Technology

I have read and understand the technology acceptable use policy.
[To read the Houston County Technology Policy please click this link.](#)

As indicated on the Houston Virtual Application tab, I am applying for my child to be in the Houston Virtual Learning Program. I have read the terms and by signing below I am agreeing to the Houston Virtual terms along with the technology acceptable use policy above.

Please sign on the line below*

Clear

← Previous

Cancel Save

11. Once you have completed this process on each child, you will notice they have a green check mark under the **“Completed”** column, and they are no longer highlighted in yellow. Please verify information on each child in the household whether you choose to submit an application them or not. Once all students have the completed check mark and are no longer highlighted in yellow, click **“Save/Continue”** to complete the process.

✓ Household → ✓ Parent/Guardian → ✓ Emergency Contact → Student → Completed

Student

First Name	Last Name	Gender	School	Completed	Record Type	
First Name	Last Name	F	Perry High	✓	Existing	Edit
First Name	Last Name	F	Kings Chapel Elementary	✓	Existing	Edit

Description of Add Student

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Back Save/Continue



12. The next screen will ask you to affirm that all the information you have provided is correct. If so, click the red “**Submit**” button

A screenshot of the Infinite Campus Online Registration 'Submit' screen. At the top, it says 'Infinite Campus Online Registration'. Below that, a legend indicates that an asterisk (*) indicates a required field. A progress bar shows five steps: 'Household', 'Parent/Guardian', 'Emergency Contact', 'Student', and 'Completed'. The 'Submit' button is highlighted in red, and a large white arrow points to it from the right. Below the 'Submit' button is a 'Back' button and a link for 'Application Summary PDF'. The main text area contains instructions: 'Your application is not complete until you click the SUBMIT button below. Once you click SUBMIT, changes can not be made to your application. If you need to make changes, please select the back button prior to submitting.' and 'Once you have submitted your application, you will receive a confirmation email, please keep this email for your records.'

13. Once you click “**Submit**”, you have the option to download and save your application. You will also receive a confirmation email stating that your application has been submitted.

A screenshot of the Infinite Campus Online Registration confirmation screen. It shows the 'Infinite Campus Online Registration' logo at the top. The main text area says: 'Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.' Below this is a link for 'Application Summary PDF'.

If you have any issues logging in or completing the application, please contact your child’s school. Thank you!