



Enrollment & 28-Day Grace Period

Welcome to VLACS!

The VLACS student information system assigns the student to a NH-certified VLACS instructor once the competency(ies) has/have been approved by the student's parent/guardian.

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The student and parent/guardian will receive a *Welcome Call* email no later than 48 business hours after being "assigned" in the student information system (check spam folder if needed). The student and parent/guardian schedule the *Welcome Call*.

- Electronic confirmation of the *Welcome Call* will be sent to both the student and parent/guardian.
- The *Welcome Call* email is also accessible within the student and parent/guardian accounts.

The *Welcome Call* is a required phone or virtual conversation with the student, parent/guardian and instructor, during which the student usually gains access to the course material. During the call, the instructor will:

- Review course information/navigation, communication tools and an overview of VLACS policies and procedures.
- Schedule the *Follow-up Conversation* for approximately one week later.
- Schedule the first monthly conversation with the student and parent/guardian.

After the *Welcome Call*, the instructor sends the *Welcome Call* follow-up email to the student and parent/guardian listing dates of course access, proposed completion date, end of the 28-day grace period and scheduled Follow-up Conversation.

- The Follow-up Conversation takes place within the instructor's online classroom. By this point, the student will have submitted the first assessments agreed upon during the *Welcome Call*.
- The *Welcome Call* follow-up email is also accessible within the student and parent/guardian accounts.

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During this time, the instructor focuses on orienting the student, establishing a consistent work flow and building a positive relationship with the family.

- The grace period begins once the student has access to the course material (typically during the *Welcome Call*), but an alternative date may be scheduled based on the student's needs.
- A learning journey pace chart provides a guide for weekly submissions (usually 3-5 per week).
- Competency assessments are considered completed with a score of 85% or above. Students have a minimum of 2 attempts for all assessments, except for the mid-term and final exams.
- *The student and instructor:*
 - Maintain regular communication during instructor's office hours, through scheduled appointments, email or by telephone.
 - Complete the first discussion-based assessment (DBA).
 - Complete the first monthly progress conversation to review work submissions, pace and learning goals.
- The first monthly progress report is issued and is accessible from the student and parent/guardian accounts.

VLACS appreciates working with families and Partner Schools in creating successful experiences for all students!



Contact VLACS for more information.

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