

Dear Parents and Guardians,

will be offering students the opportunity to take an online course at no-cost through the Virtual Learning Academy Charter School (VLACS). This letter is intended to assist you in making a well-informed choice about your child participating in this optional program.

VLACS is a state-approved New Hampshire public charter school whose teachers are experienced, certified NH educators. You can learn more about VLACS at their website <http://vlacs.org>.

Students will work on VLACS during the school day and may need to complete assignments, discussion-based assignments (DBAs), and monthly conversations with VLACS instructors after school hours.

Next steps:

- Create a student account at <http://vlacs.org> by clicking the [Enroll Now Button](#). Almost immediately, the student will receive a username and password via email
- Log in to the student account and click the *Enroll now* link on the left side of the page.
- Choose the appropriate course(s) or competencies. We may provide you with specific courses or competencies appropriate for your student.
- Select **(fill in a date here)** as the proposed start date. **Please keep in mind that this is a proposed date. Once you are enrolled, your instructor will email you to set up a welcome call after which you will be activated in the course. You may want to consider starting at a date that is a bit earlier to give a little bit of extra time to make sure everyone's schedule can align.**
- Check your email to see your separate username and password for your guardian account. (Sometimes, these emails end up in a spam folder, so check there as well.)
- Login to your guardian account and approve your student's enrollment. Your child will not be assigned an instructor until you complete this step.
- Set up a Welcome Call appointment with your student's instructor once you receive the Welcome Email from your instructor. This can take a couple of days as students are assigned to instructors.
- Be prepared to attend the Welcome Call, which includes the student, parent, or guardian listed on the VLACS student account and the assigned instructor. Your instructor will review course expectations, communication tools, and pace in this meeting.

- Be prepared to attend the first monthly conversation, which may be scheduled during the Welcome Call. It is a VLACS expectation that the student, instructor, and parent or guardian meet once a month..

We encourage you to attend a free VLACS [Virtual Open House](#) for information about how courses operate, VLACS policies, the enrollment process, and options for demonstrating competency. I am also attaching the VLACS Roles and Responsibilities which provides more detailed information on the VLACS option.