

Do you need to meet your online graduation requirement credit?

Do you need a grade recovery credit?

Do you want to take a class that you can't work into your schedule?

Do you just want to take a class to learn something new and interesting to you?

Then Clay Virtual Academy at Clay High School is the solution!

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Clay Virtual Academy offers flexible learning time. You can access your course 24 hours a day and 7 days a week. You can complete your online class at home, at CHS in the Virtual Learning Lab or anywhere you have access to a computer.

CVA is staffed by Clay County Certified Teachers who will guide you through your course.

It is important that you speak with your CHS guidance counselor before you sign up for any Clay Virtual classes. Your guidance counselor will help you decide what course is best for you to meet your graduation requirements.

CVA, a District Franchise of FLVS, uses FLVS.net to access the courses you will take.



## GETTING STARTED WITH CLAY VIRTUAL ACADEMY

After you have talked to your counselor:

1. Go to FLVS.NET
2. Select "Sign Up"
3. Select "County Virtual School" grades 6-12
4. Select "New Students Start Here"
5. Select your State: "Florida"
6. Use the drop down menu and choose "Clay" for the County
7. Your Student Type will be "Public/Charter School Student" Select "Continue"
8. Choose your Education Level:
  - a. Regular
  - b. Honors
  - c. Advance Placement
9. Choose your Subject:
  - a. Click the box beside the subject you are taking to pull up the courses available under that subject
10. Use the drop down box to choose your segments. Each segment represents  $\frac{1}{2}$  credit. If you are taking a full credit you will need to choose both segments. Be sure to check the prerequisites box.
11. Use the drop down box to choose your preferred start date.
12. Choose your Virtual School:

### **VERY IMPORTANT!** **YOU MUST CHOOSE** **CLAY VIRTUAL ACADEMY**

If CVA is not in the choice box you must **stop** and contact your guidance counselor before signing up for the class.



12. Select "Continue"
13. Answer the questions to the best of your ability and select "Continue"
14. Review and determine that you have selected the correct course and select "continue"
15. "Create Your Account":
  - a. Complete the questions with your personal information.
  - b. Only the questions marked with an \* are required
16. Be sure to write down your Username and Password. CVS and CHS can't look up, recover or change this information. You will have to contact FLVS support.
17. Once you have completed the information you are done!

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CVA/FLVS will now send a message to your guidance counselor who will review and approve your course selection. After approval CVA will assign you to a classroom. It may take 5-7 business days before you are added to a class depending on teacher availability.

Log in daily to your account to check the progress of your approval. Once everything is approved and your CVS teacher has uploaded the course work you can "Enter the Course" and get started.

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If you have any questions please contact your guidance counselor or the CVA Virtual Learning Lab Facilitator at CHS.

**CONTACT INFORMATION**

Clay High School  
2025 Hwy 16 West  
Green Cove Springs, FL  
32043  
904-529-3000-Main  
904-529-3131-Guidance

Clay Virtual Academy  
2306 Kinsley Ave., Bldg. 20  
Orange Park, FL 32073  
904-336-9881

FLVS  
Technical Support  
Toll Free: 1-800-374-1430



Clay Virtual  
Academy  
At  
**CLAY HIGH  
SCHOOL**