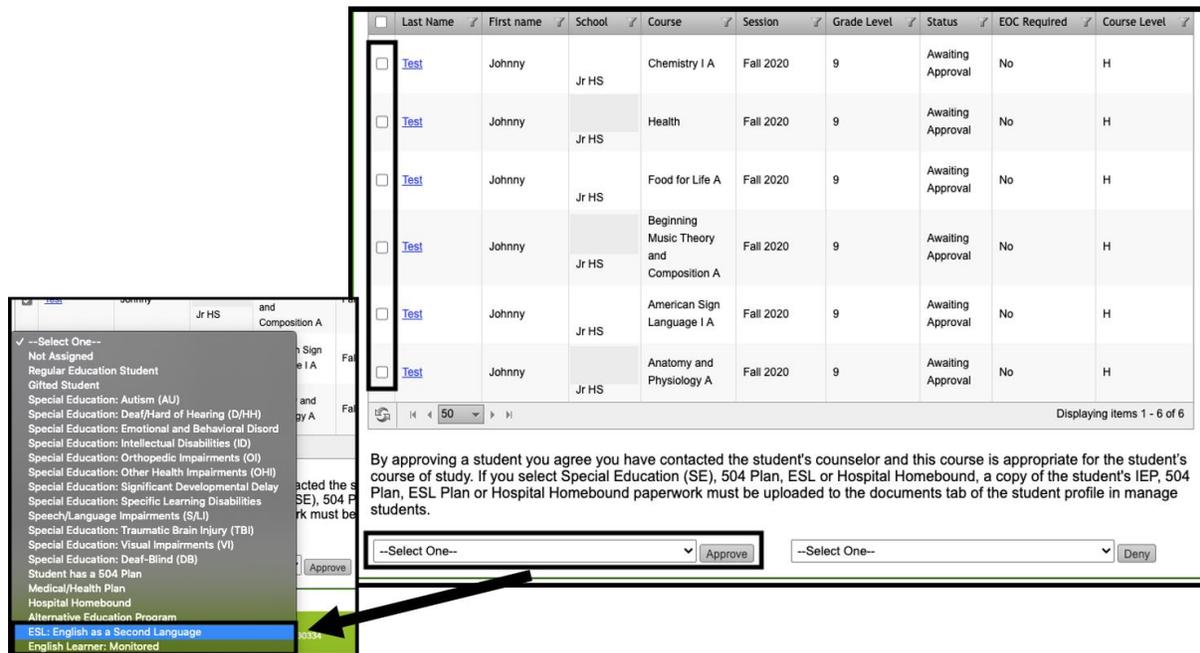# English Learners in Georgia Virtual School
Course Application Process

Step 1: Identify English learner student's classification or status.

The Georgia Virtual School facilitator at each local school approves all course applications for students, including English learners, taking Georgia Virtual School courses. During the approval process, facilitators can approve or deny course applications.

If approving an application, the facilitator should:

1. Choose the application(s) to approve.
2. From the dropdown menu, correctly identify the student classification (i.e. EL status) for each application.
    1. English as a Second Language (EL=Yes/ESOL=Yes students)
        or
    2. English Learner: Monitored (EL=1 and EL=2 students)
3. Approve the application(s).

Step #2: Upload Documentation

After approving an application for an English learner (EL), the most recent Access for ELLs test score results, signed and dated EL/TPC form, and English Language Development (ELD) Plan, when available, should be uploaded to the **student profile** in the Georgia Virtual School registration system:

1. In the student profile, navigate to the Documents tab.
2. Click select to choose the document to upload.
3. Choose the document type from the dropdown menu.
4. Click the upload files button.
5. Once uploaded, the file will display under the documents list.
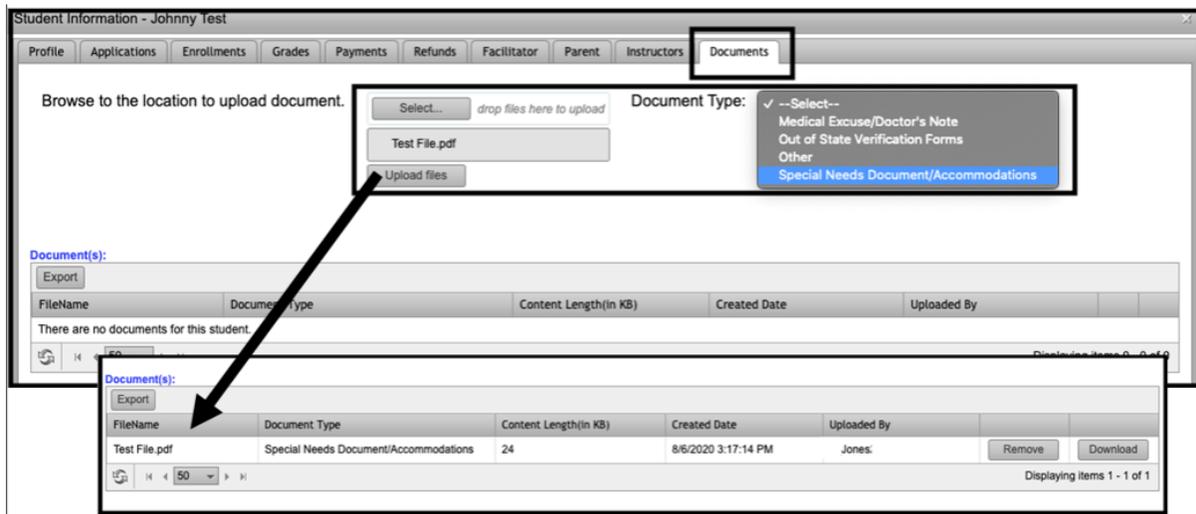
When documentation is uploaded, the Georgia Virtual School special needs team is notified. The documentation will then be reviewed, and teachers will be notified so they can provide EL students with the classroom scaffolds/differentiation and assessment accommodations needed for the student to be successful in the course.

For more information, please contact:
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