



Student Registration Guide: Grades Kindergarten–5

1. **To Begin Selecting Elementary Courses Click [Here](#) or Go to <http://franchisek5.flvs.net/?id=41>**
2. **Registration portal:**
 - If you have an existing parent account, click “Returning Students”
 - If not, click “New Student”
3. **Provide student details and select courses:**
 - Select your child’s school type
 - Select your child’s county
 - Select your child’s school name
 - Select your child’s grade level
 - Select a preferred start date (Courses will begin on August 10)
 - Select your child’s course(s)
 - Full-time: 4 Core, 2 Electives
 - Part-time: Max 3 Courses
 - Click “Add Course(s)”
4. **Review parent commitment statements:**
 - Check the “I Agree” box
 - Click “Save & Continue”
5. **Follow the prompts by selecting:**
 - How you heard about OCVS and reasons for taking these classes
 - Click “Save & Continue”
6. **Verify course selections:**
 - Review course selections
 - To sign up for more, click “Add Additional Course(s)” and follow the same process
 - Click “Continue Registration”
7. **Provide parent/guardian and student details:**
 - Complete all the fields under Parent/Guardian Details and Student Details
 - Select the appropriate boxes under Race and Ethnicity (Required by the Florida Department of Education)
 - Click “Save & Continue”
8. **Confirm entered data:**
 - Review parent/guardian and student information
 - Click “Confirm & Continue”
9. **Submit your registration:**
 - Review course selections
 - Click “Submit Registration”
10. **Add another student (if applicable):**
 - If you need to register another student, click “Sign Up Another Student” and follow the same process
11. **Complete your registration:**
 - To finalize registration, your child’s courses must be approved:
 - » Homeschool: parent approval
 - » Public, Private, or Charter School: school guidance counselor approval

Thank you for enrolling with OCVS Elementary.

If you have questions or need assistance, please visit ocvs.ocps.net or call 407.317.3327