

The following list of documents is required to participate in your District's Virtual Instruction Program (VIP). This list is applicable in most District VIP; however some districts have a unique enrollment process and require alternate means of document submission. **Please refer to the documents listed in your Parent Portal account, in order to ensure you are submitting the correct documentation.** Once you have identified the required documents listed in your Parent Portal account, or through one of our enrollment consultants, please submit them through one of the following methods:

- Upload documents through your Parent Portal account directly at Parentportal.k12.com
 - Or scan and email them to flvipfax@k12.com
 - Or fax them to (850) 254-9747
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- Proof of Age
 - Copy of Birth Certificate
 - Copy of Passport
 - Physical Form
 - Required for students entering Kindergarten and all students entering public school for the first time.
 - Required if new to enrolling School District
 - Immunization Certificate
 - Original is required if student is entering the public schools for the first time, is a new enrollee to the School District, or rising 7th grade student. The originals must be taken to the District Virtual Instruction Administrative office in your district.
 - All others may submit a copy of immunization records with application.
 - Religious and Medical Exemptions are accepted in lieu of Immunization Certificate when applicable.
 - Final Report Card 2014-15 school year – (if applicable)
 - EOC 2015 Individual Student Report(s)
 - Home school evaluation
 - Will be accepted for home schooled students entering first grade and siblings of currently enrolled and returning students.
 - FSA scores for 2014-15 school year – (if applicable)
 - Students in grades 4th-12th.
 - Proof of Residence – 2 forms not more than 30 days old
 - Lease/Mortgage Statement
 - Utility Bill – (Cable, Gas, Electric, Water, etc)

After all steps are completed and the district has approved your enrollment, K¹² will finalize the online application and provide you access to the Online School (OLS).