## Jefferson County Schools Virtual School Program Process and Timeline

<table>
<thead>
<tr>
<th>Phase</th>
<th>Dates</th>
<th>Activities</th>
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| **Building Phase**     | Jan. 5 – 8           | - Finalize Process and Timeline  
- Identify district point of contact  
- Send information to principals |
| **Communication Phase**| Jan. 11              | - Final review of process and documents with Cabinet  
- Principal Video Conference for Q & A in morning  
- Video Conference with Counselors in afternoon |
| **Selection Phase**    | January 22           | - Schools submit applications and documentation from students to be considered for part-time or full-time participation  
- VS Review Team meets to review applicants and schedule interviews  
- VS Review Team participates in interviews at schools  
- VS Review Team finalizes participants and notifies schools  
- School leaders inform students |
| **Enrollment Phase**   | February 5           | - Distance Learning partners communicate with students  
- Students enrolled |
| **Launch Phase**       | February 8           | - District POC checks to see that all students are enrolled and active  
- District POC checks on student progress  
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- District POC checks on course completion and final grades  
- Grades posted to transcript  
- Survey students, parents, and schools to collect feedback |