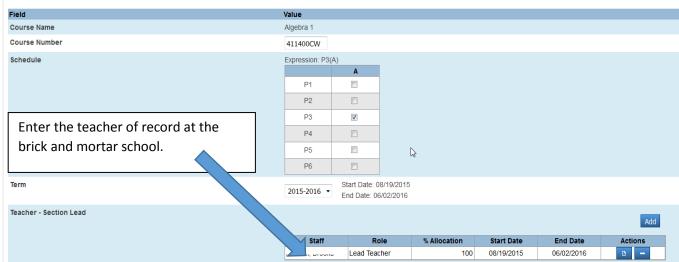# Setup a Section for a Virtual SC Program Course

For students taking a course to complete graduation requirements through the Office of Virtual Education, the appropriate information must be completed for the virtual instructor so that your school will receive credit for highly qualified instructors as a part of the federal reports requiring these data.

1. The school should assign a teacher at the base school to be the principal for each section offered at VirtualSC. Within each school students participating in the Virtual SC Program should be enrolled in the designated section.

2. Enter the course code information in the Edit Section of PowerSchool. Enter the the teacher of record at the brick-and-mortar school; select this name in the "Teacher" field's drop-down list. (For consistency across the state, do not enter the VirtualSC class teacher as the teacher of record at the brick-and-mortar school because this can create problems in certain district payroll systems.)
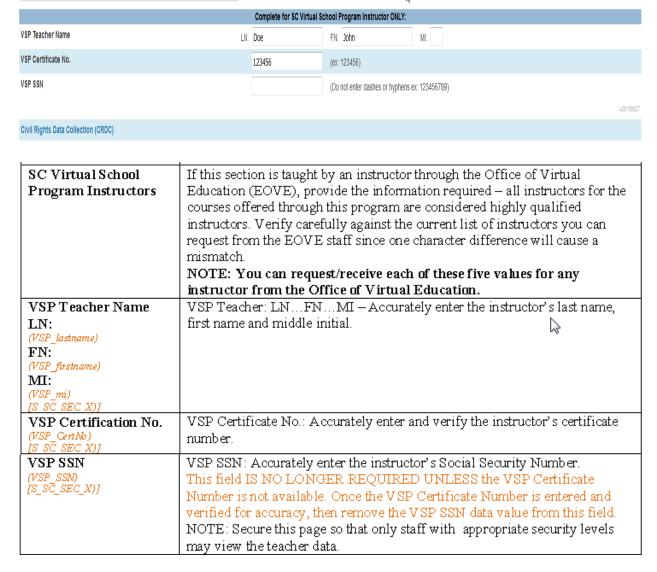
Edit Section

Field	Value					
Course Name	Algebra 1					
Course Number	411400CW					
Schedule	Expression: P3(A)					

Enter the teacher of record at the brick and mortar school.

	A
P1	☐
P2	☐
P3	☑
P4	☐
P5	☐
P6	☐

Term	
2015-2016 ▾	Start Date: 08/19/2015 End Date: 06/02/2016

Teacher - Section Lead   Add

Staff	Role	% Allocation	Start Date	End Date	Actions
..., Brooke	Lead Teacher	100	08/19/2015	06/02/2016	🗋 ▬

3. Instruction type should be ***B – SC Virtual School Program***

- instructional types for classes that are instructor led, online in-state, online out-of-state, distance learning , or SC Virtual Program as provided through Virtual Education.
- single gender

SC Additional Section Information	
Instruction Type	B - SC Virtual School Program ▾
Single Gender	☐
Is this section a homeroom?	No ▾

4. Enter the VSP Teacher Name and Certificate Number into the appropriate fields (shown below). Email the district Technology Service department to attain the VSP teachers Certification. If you need the VSP SSN you will have to contact Katina Montgomery (803-734-0016; kmontgomery@ed.sc.gov) at the SC Department of Education.

- VSP (Virtual School Program) teacher name -- last, first, middle initial
- VSP Certificate Number
- VSP SSN: This field IS NO LONGER REQUIRED UNLESS the VSP Certificate Number is not available. Once the VSP Certificate Number is entered and verified for accuracy, then remove the VSP SSN data value from this field.

Complete for SC Virtual School Program Instructor ONLY:			
VSP Teacher Name	LN: Doe	FN: John	MI:
VSP Certificate No.	123456	(ex: 123456)	
VSP SSN		(Do not enter dashes or hyphens ex: 123456789)	

v20150827

Civil Rights Data Collection (CRDC)

SC Virtual School Program Instructors	If this section is taught by an instructor through the Office of Virtual Education (EOVE), provide the information required – all instructors for the courses offered through this program are considered highly qualified instructors. Verify carefully against the current list of instructors you can request from the EOVE staff since one character difference will cause a mismatch. **NOTE: You can request/receive each of these five values for any instructor from the Office of Virtual Education.**
VSP Teacher Name **LN:** (VSP_lastname) **FN:** (VSP_firstname) **MI:** (VSP_mi) [S_SC_SEC_X)]	VSP Teacher: LN…FN…MI – Accurately enter the instructor's last name, first name and middle initial.
VSP Certification No. (VSP_CertNo) [S_SC_SEC_X)]	VSP Certificate No.: Accurately enter and verify the instructor's certificate number.
VSP SSN (VSP_SSN) [S_SC_SEC_X)]	VSP SSN: Accurately enter the instructor's Social Security Number. This field IS NO LONGER REQUIRED UNLESS the VSP Certificate Number is not available. Once the VSP Certificate Number is entered and verified for accuracy, then remove the VSP SSN data value from this field. NOTE: Secure this page so that only staff with appropriate security levels may view the teacher data.

5. All students listed for this section will be flagged as students enrolled in VirtualSC.