Dear MGLVA Family,  

Welcome to MGLVA! .

My name is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am here to assist you with getting started at MGLVA.

 I am so pleased to welcome you to our MGLVA family! This will be a wonderful year for you at MGLVA!

***Once you have been successfully on-boarded, you will begin hearing from your Homeroom Teacher who will assist with academics and curriculum questions.***

Students should start working in the courses as soon as they are loaded, even if they do not have their materials.  Most HS courses are completely online and do not require preprinted materials.  If your courses require materials and you do not have them, please contact the teachers as they can make the materials available to you online. All of the items on the list below can be completed without course materials.  Please print this letter out to use as a reference/checklist to make sure all Family Support Program tasks are complete.

**Please Note:** After completing the steps below, please log on to your k12 account and check your “Class Connect Session” schedule. There, you will see “Welcome Sessions” scheduled.***Attendance at one welcome session is recommended for all new families****.* To attend the session, click on the link in your daily plan at the listed time. The Welcome Session will help give you a strong start to your schooling adventure at MGLVA. Please join us!

Before you begin, I highly recommend that you watch this video (17 minutes) for important information presented by an experienced Learning Coach: [**The Role of the Learning Coach**](http://www.screencast.com/t/1VJarzfDY5t)

***Please complete the six steps below as soon as possible.***

**Let’s get started!**

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| 1. **Set up your Learning Coach and Student Accounts, then log into the Online School (OLS).**

Check your email for information on how to set up your Learning Coach account using the Registration ID # that was sent to you. *For technical support and help with setting up your account please call K12 at 1-866-512-2273.*[**Setting Up and Managing Your Accounts**](http://help.k12.com/support-videos/setting-and-managing-your-accounts)(Ctrl + Click on the link--3 minute video)**Log in to the OLS (Online School).** Ctrl + Click on this link <http://www.k12.com> to access the k12 website. Click on "OLS login" in the top right corner. Log in with the username and password you created.[**Your OLS Home Page**](http://help.k12.com/support-videos/your-ols-home-page)(Ctrl + Click on the link--5 minute video) |
| 1. **Complete your ILP Survey**

This survey is designed to tell us about your student, their goals, and to assist us in making the best plan for your student. Your courses will not be unlocked until this is completed. <https://docs.google.com/forms/d/17RTRhXqMoXyTobeebDOMlvorclk0NmBXHAEvekVNdZ4/viewform> |
| 1. **Complete Scantron Assessments**

Check your kmail for Scantron instructions. All students are required complete their Scantron assessments. Students in grades K-2 must complete **math** and **reading foundations.** Students in grade 3-12 must complete **math** and **reading.** |
| 1. **Access your kmail.**

Kmail is the secure email system which is the primary method of communication between MGLVA families, teachers and staff. Click on “kmail” on your k12 homepage. *You should check your kmail at least once a day!*[**K-Mail for Everyone**](http://k12.http.internapcdn.net/k12_vitalstream_com/SYSTEMS/OLS_HELP/STUDENT/CURRENT_RELEASE/student_06.mov) (Ctrl + Click on the link--4 minute video) |
| 1. **Complete Online Learning Course.**

Student reads through all six units of the introductory *Online Learning* Course, completes and passes Unit 4 - 4.01 Quiz and Unit 5 - 5.01 Quiz with a 60% or higher.  |
| 1. **Log on to Study Island.**

Your student will participate in a great website called Study Island. Study Island is a fun, interactive website that is designed to help students prepare for standardized testing. The program is divided into sections based on subject (math, reading, etc.). Each subject is aligned to Michigan a State standards.**Log in information for Study Island was sent to your student’s kmail in-box.** *Please be aware that it sometimes takes a couple of days for Study Island to be activated.*For an in-depth, 22 minute explanation of Scantron and Study Island, Ctrl + Click on the link below.[**Understanding Scantron and Study Island**](https://sas.elluminate.com/p.jnlp?psid=2013-07-10.0544.M.9B6592D1EED0DBCD2E97927D886AD1.vcr&sid=559)After clicking the title above to open the Blackboard recording room, allow the recording to load and, if needed, click the "play" arrow at the bottom of the screen to begin viewing. |

**Additional Resources:**

**Start Strong Website:** [**http://mgvla.k12start.com/**](http://mgvla.k12start.com/)This is a website that has been designed for new families. It contains a wealth of information such as orientation videos, school calendars and FAQs.

**MGLVA Weebly:** [**http://mglvak12.weebly.com/**](http://mglvak12.weebly.com/)This website also contains a wealth of information for new and existing families!

**Helpful Videos:** [**http://help.k12.com/support/video-resources**](http://help.k12.com/support/video-resources)

I will be calling you within the next few days. *Please feel free to call me before that time if you have any questions.* I look forward to speaking to you soon. We are going to have a fantastic year!

Your Signature

Title

Phone #