



Partner School Handbook

School Year 2025-26

Please visit the IVSA website at <https://ivsaschool.org> for the latest information.

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Welcome to Illinois Virtual Schools & Academy!

Online learning plays an essential role in expanding educational opportunities for students. Illinois Virtual Schools and Academy (IVSA) is administered through the Lake County Regional Office of Education (ROE) #34 and is available to all public, private, and homeschooled students residing within the state. IVSA offers supplemental original credit, credit recovery, and full-time virtual learning solutions. Our online learning solutions are offered to students in grades K through 12. IVSA partners with Illinois schools to offer IL-aligned courses led by Illinois licensed teachers. Upon completing an IVSA course, the local school transfers the IVSA credit to the student's local school transcript.

IVSA provides students and partner schools:

- An opportunity to take courses not offered at the local school, such as Advanced Placement (AP), world languages, and other enrichment opportunities,
 - Credit recovery options to graduate on time,
 - Flexibility in scheduling with enrollment dates throughout the year,
 - Alternative learning options,
 - Courses that meet all state education mandates,
 - Options to provide whole-class models of online learning in a blended setting,
 - Solutions to teacher shortages, and a
 - Full-time turnkey school solution
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ILLINOIS VIRTUAL COURSE CATALOG REIMBURSEMENT THROUGH ISBE

IVSA is an approved provider in the Illinois Virtual Course Catalog, IVCC, and our public-school partners are eligible to apply for funding reimbursement from the State Board of Education for Supplemental and Academy course enrollment fees.

Please refer to our website for current IVCC Reimbursement information.

<https://ivsaschool.org/ivcc-reimbursement/>

IVSA GUIDELINES AND POLICIES

The following guidelines and policies will be followed:

- [Academic Integrity](#)
- [Acceptable Use Policy](#)
- [Accessibility](#)
- [Data Security and Privacy Policy](#)

PARTNER SCHOOL ROLES

Registrar - Registrars have global access to your school inside of Maestro. Registrars can see all grades and progress and, most importantly, approve enrollments.

Mentor - A mentor should be a person who knows the student and is aware of what a student should be taking. This person can be in the room with the student, helping the student in their online course navigation, for example, or a Guidance Counselor. Mentors have view-only access to the school inside of Maestro, where they can check on progress and grades.

Invoice Contact - The invoice contact will be the person who will receive a school-paid invoice from IVSA for enrolled students.

STUDENT INFORMATION and LEARNING MANAGEMENT SYSTEM

IVSA uses Bocovox/Maestro as its Student Information System (SIS) and Canvas as the Learning Management System (LMS). Schools and parents/guardians, using the assigned IVSA credentials, can view student progress information, which includes grades and login dates.

[IVSA Student Handbook](#)

MINIMUM SYSTEM REQUIREMENTS

Personal Device Requirements

- Internet Speed Requirements: For bandwidth, home internet users will need at least 1.0 Mbits/second upstream and 2 Mbits/second downstream.
- Mobile Device Users using a data network, we recommend 5G LTI for best results or a minimum 4G Network to use audio, view presentation content, and receive screen sharing.
- For connection via wireless, we recommend private versus public networks.
- For device settings, we recommend reducing device usage while connecting to online courses.
- Computer courses require students to work on a PC or Chromebook. Phones and tablets are not supported.
- Minimum requirements may vary depending on the device and browser being used.

Browser Requirements

For best performance, IVSA courses should be used on the current or previous major releases of Chrome, Firefox, Edge, or Safari. IVSA courses run on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

IVSA courses only require an operating system that can run the latest compatible web browsers. Your computer operating system should be updated with the latest recommended security updates and upgrades.

Supported Browsers

Current and previous major releases of the following browsers:

- Chrome 100 and 101
- Firefox 99 and 100 (Extended Releases are not supported)
- Edge 100 and 101
- Safari 14 and 15 (Macintosh only)

TECHNICAL SUPPORT

IVSA offers technical support for online course troubleshooting for students, parents/guardians, and schools via telephone, live chat, or email. Support Agents monitor help desk queues during support hours of 8:00 am – 5:00 pm CST/CDT. Technical support numbers are located on our website and will be provided to students with their login information and on their class homepage. Live support is available Monday-Friday, 8 am to 5 pm CST.

Help Desk: support@ivsасhool.org

CREDIT/IVSA COMPLETION REPORT

IVSA provides schools and students with a transcript that includes a percentage earned out of 100 for original credit courses or a Pass/Fail with a percentage earned for credit recovery. IVSA courses are aligned with Carnegie credit requirements. Credit may be transferred to the student’s local school transcript or held by the student as a supplemental transcript. IVSA does not award diplomas.

ILLINOIS STATE COURSE SYSTEM (ISCS)

IVSA courses have been coded based on the State course codes and rigor levels as part of the Illinois State Course System (ISCS).

NCAA RECOGNITION

All IVSA Original Credit college preparatory courses are NCAA-approved. Credit recovery courses are not accepted under NCAA guidelines. If an NCAA student-athlete needs to recover credit or replace a grade, they must complete an Original Credit course to have it recognized by the NCAA.

Code: 140188

Student-athletes must add Illinois Virtual Schools & Academy to their NCAA High School Portal for the IVSA transcript to be uploaded to their account.

ADVANCED PLACEMENT

IVSA’s AP courses are certified through the College Board’s AP Audit Process. IVSA teachers utilize MyAP Classroom to provide supplemental learning opportunities as well as practice test questions.

Students will complete their AP exams onsite at their local school, which should be overseen by a

local school designee. Additional AP Review and test information will be provided to students by IVSA and their teacher.

The local school will order the exam for the IVSA student. If the school cannot, or the student is homeschooled, the student should work directly with the College Board to find a local school to administer the exam. This is a common occurrence, and students should not hesitate to register for exams. For more information, visit this site: <https://apstudents.collegeboard.org/faqs/im-homeschooled-how-can-i-take-ap-exam>

COURSE MATERIALS

Some IVSA courses require additional course materials, such as novels or lab materials. Please check our [Course Catalog](#) for a complete list of required materials.

IVSA COURSE OPTIONS

IVSA offers several options for students to enroll in online courses. **Students may take up to 3 course enrollments per semester and be enrolled in our Supplemental Program.**

Supplemental Program

- 1. Original credit courses** include content that provides sufficient instruction, practice, and assessments for students to master skills and concepts. The courses are aligned with relevant learning standards. Each course is taught by an Illinois-certified instructor responsible for maintaining communication with students, providing direct instruction and feedback, and assisting with course content questions.
- 2. Credit recovery courses** are proficiency-based and are intended for students who failed the course and are retaking to recover credit. The course content is aligned to relevant learning standards. The student's learning path for the course is determined by prescriptive pretests taken at the beginning of each unit of instruction.

Each course is managed by an Illinois-certified instructor who will assess written work and provide progress alerts. Students with an IEP or 504 plan who require accommodations within the course content/assessments and students who need additional instructional support are advised to enroll in an original credit course. Credit Recovery courses are not eligible for NCAA approval.

The table below highlights the differences between Original Credit and Credit Recovery course options.

Course Features	Original Credit	Credit Recovery
Student profile	<p>Courses are intended for students</p> <ul style="list-style-type: none"> • taking the course for the first time; • needing teacher support when retaking a course; • needing NCAA-approved credit. 	Courses intended for students retaking a course previously failed.
Aligned to State or accepted content and design standards (QM, NSQ, WCAG)	Yes	Yes
NCAA/AP Approved	Yes	No; Both the NCAA and AP require minimum course duration as well as completion of all assignments.
Instructional Support	Highly qualified teacher providing formative feedback and content instruction while actively involved in student progression towards mastery of objectives, including differentiation and remediation.	Highly qualified teacher who monitors student progress and provides progress alerts. Teachers may or may not provide content support while monitoring student progress toward mastery of objectives.
Computer Scored Assignments	Yes	Yes
Teacher Graded Assignments	Yes	Yes
Learner-content interaction	Students interact with all course content.	Students take unit-level prescriptive pretests that identify what learning objectives the student previously mastered. An individual learning plan, based on pretests, is developed for each student.
Learner-teacher interaction	Teacher is considered a full-service teacher providing support in line with traditional instruction, as required by the program.	Teachers are mainly responsible for monitoring student progress.
Learner-learner interaction	Projects, discussion boards, peer reviews, etc. Learner-learner interaction enhances the student experience and helps create a community of support.	Students are working with individual pace and plans, learner-learner interaction is not practical.
Timeline/pacing	Courses are developed for a 16-week schedule; students may be paced together as a cohort or individually.	Courses are developed for a 16-week schedule, but students' pace individually based on the results of pretests.

TEACHER SHORTAGE SOLUTION MODEL

Schools seeking a full class enrollment (students are scheduled together while taking the same course) may complete this [TSS Intake Form](#). Upon receipt of the form, IVSA personnel will reach out to schedule a meeting with the requesting school. This meeting will cover the enrollment process, local virtual learning facilitator role, and IVSA resources for getting started.

The IVSA Teacher Shortage Solution (TSS) model requires a dedicated facilitator in the room with students at the local school. IVSA teachers provide these sections with pace charts aligned with the local school calendar.

All IVSA courses are designed to be completed asynchronously; however, live lessons may be added to the implementation. Live sessions are provided by the IVSA teacher trained in blended learning. Live sessions utilize Class Technologies, a webinar platform that leverages Zoom but is designed specifically for education. With Class Technologies, teachers can present and interact through polls, surveys, and whiteboards, monitor students' screens, and use breakout rooms to differentiate instruction.

The cost for one live lesson a week per course is \$1500 per semester.

Number of Courses	Number of Live Lessons Per Week for each Course	Total Semester Cost for Your School
1	1	\$1500
1	2	\$3000
2	2	\$6000
2	3	\$9000

Learn more: [Teacher Shortage Solutions](#)

FULL-TIME ACADEMY

IVSA's Full-Time Academy offers a complete school solution for students who wish to stay enrolled at the Partner School but cannot attend in person. Partner Schools utilizing the Academy have a Remote Educational Program in place. [105 ILCS 5/10-29](#).

Academy services include:

- IVSA Welcome Meeting with student, parent, local school
- IVSA Onboarding Session
- Personalized learning plan
- Four (4) or more course enrollments per semester
- School Counselor
- Success Coach
- 24/7 access to complementary tutoring
- Special Education accommodations*

Our teachers work with students to provide individualized learning plans focused on academic and personal growth. Upon enrollment, students are provided access to assessments used to determine accurate placement. Ongoing evaluation allows teachers to closely monitor progress and determine if additional, small-group instruction is needed for students.

Students meet for scheduled sessions with their teachers and support personnel, while also working asynchronously at their own pace through their online courses. Students also meet weekly in a Homeroom (IMPACT) setting with Student Success staff.

*Content accommodations are included in the Academy pricing. Therapeutics are negotiated between the Partner School and IVSA. IVSA provides therapeutics through our trusted network of contractors for additional costs. IVSA provides standard accommodations for students with disabilities and will work with the sending district to remain compliant with learning plans. If the sending district wishes to have IVSA take on more special education services for a student, the IVSA administration team will schedule a meeting to determine if those services can be accommodated

STUDENT ENGAGEMENT

IVSA's Full-Time Academy has an expectation that students will log into their courses daily, attend IMPACT weekly, and attend their synchronous sessions regularly.

ENROLLMENT PROCESS

IVSA strongly recommends that students attending public or private schools work closely with their counselor to select appropriate IVSA course(s). Ultimately, it is the school's decision whether to approve or deny a student's request. Schools need to have a current [Partner Agreement](#) on file with IVSA, which identifies who will serve as the school's invoice contact, registrar, and mentor.

Registration for courses can be completed either by a student or school at <https://ivsaschool.org/>. IVSA is happy to help both students and schools; please contact info@ivsaschool.org with questions.

COMMUNICATION AND SUPPORT PROVIDED

IVSA administration and instructors utilize many communication strategies and resources to promote student success.

For original credit enrollments, this will include:

- Access to the IVSA Student Orientation.
- Welcome emails to students and parents/guardians from IVSA administration and the instructor. These emails include a wealth of information to help students successfully start the course.
- Regular interaction between the IVSA instructor and student. Communications include email, phone calls, text messages, web conferencing as well as instructional feedback on assignments.
- News items posted in the course provide timely information.
- Pacing charts identifying timelines for submitting coursework to ensure on-time completion.
- Academic alerts and warnings as required.
- Progress report emails are sent to students and parents/guardians at the mid-point of the term.
- Grades submitted in a timely manner to reflect current and accurate student progress.

For credit recovery enrollments, this will include:

- Access to the IVSA Student Orientation.
- Welcome emails, which are sent to students and parents/guardians outlining steps for starting the course and submitting written work.
- Monitoring of student progress and technical assistance throughout the course.

COURSE EXTENSIONS

Course Extensions are not recommended and are granted based on ‘extenuating circumstances’ (medical, personal, or family crisis). Each extension costs \$150 and must be paid prior to the extension being granted.

IVSA SUPPORT FOR STUDENTS WITH LEARNING PLANS

As new students are enrolled, a member of the IVSA Team will email the school's IVSA Registrar requesting the summary of the recommended educational accommodations and supports for enrolled students that have indicated having an Educational Plan (IEP/504) in the application process.

To start the process for an enrolled student, the school should email a summary of the student’s recommended educational accommodations and supports, along with the name and contact information of the student’s Case Manager, to: support@ivsaschool.org.

This documentation should be received by IVSA no later than 10 days before the enrollment/course.

The student's education plan will be shared with the IVSA instructor to help better support the student within the framework of online learning.

Students with an IEP/504 plan that require educational accommodations within the course content/assessments and students who need additional instructional support are advised to enroll in an original credit course.

[IVSA Student Handbook](#)

FEE SCHEDULE

School Year 2025-2026

Semester	Course Type	Credit	Tuition
Fall25/Spring26	Supplemental	Original Credit	\$300/semester enrollment
Fall25/Spring26	Supplemental	Credit Recovery	\$190/semester enrollment
Fall25/Spring26	Academy Full-Time	Supplemental/Credit Recovery	\$4000/semester term
Summer 2026	Supplemental	Original Credit	\$300/semester enrollment
Summer 2026	Supplemental	Credit Recovery	\$190/semester enrollment

An 'enrollment' is equal to 1 semester .05 Carnegie course credit.

Course prices are inclusive of all materials required except for AP, which may require texts and/or lab equipment as required by the College Board.

TSS Model Live Instruction Option

Partner Schools that run entire sections of IVSA courses may request live instruction during their class period(s). IVSA charges for this service as a flat semester fee based on the needs of the school to cover the extra teacher time.

Semester cost = \$1500 per day/per class period

Example:

Course A - 2 days of live instruction per week=\$3000; Course B - 1 day of live instruction per week=\$1500

Total LIVE Instruction charge to Partner School = \$4500 for the semester

Should a school choose to partner with IVSA for TSS and then change their mind after August 1, the school will incur a \$500 TSS prorated fee.

PAYMENT POLICIES

School Pay

Fees paid by the Partner School will be billed after the drop date of the term and calculated on a daily average enrollment count for that term. Invoices are emailed to the Invoice Contact on file and billed as net 30 and may be paid by ACH or check mailed to the Lake County ROE.

Student Pay

Fees paid by the student/responsible party are due by the term drop date. Students may be dropped for non-payment at that time. Invoices are emailed to the parent/guardian, and student emails provided at registration. Payment may be made by credit card or ACH (e-check).

Drop Policy

Students have two weeks from the TERM start date to drop a course for any reason. Refunds are given for drops within the two-week grace period and will be processed in the same form in which the payment was made. Please allow up to four weeks for a refund. Drops after the TERM start date will not be refunded.

*Full-Time Academy students who withdraw within the two-week grace period will still incur a \$500 prorated FTA fee, which will be billed to the student or the school.