Life of a Flight School Student: Step by Step

What to do in Avistrata, and where, from the first sign-up to the checkride

November 7, 2026 · Avistrata 2.2

PREPARED FOR

Chief instructors, flight instructors, front desk staff and students

The people who run a Part 61 or Part 141 school in Avistrata, and the students they train

FROM

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How to use this guide

One step per section: who does it, where to click and what the screen looks like. It follows one sample student, **Maya Torres**, through the **Private Pilot – Airplane Single-Engine Land** course (Part 61) at a sample school, **Blue Ridge Flight Academy**, with her instructor **Rachel Kim**. Steps 1 and 2 are done once for the school; steps 3 to 6 once for each student; steps 7 to 15 repeat for every lesson; steps 16 and 17 end the course.

- Everything here is in **Flight School** on the Avistrata website unless a step says otherwise. Students also have the MRO Tracker **Student** app (see the end of the guide).
- Screens are from Avistrata 2.2 on the website with sample data. The school, people, aircraft and figures are invented.

Set up	Sign up	Book	Before	After	Progress	Finish
Steps 1–2: school settings and courses	Steps 3–6: student, profile, medical, account	Step 7: aircraft, instructor, lesson	Steps 8–9: preflight, IMSAFE, approval	Steps 10–13: check-in, grading, logbook	Steps 14–15: endorsements, tracking	Steps 16–17: tests, checkride, completion

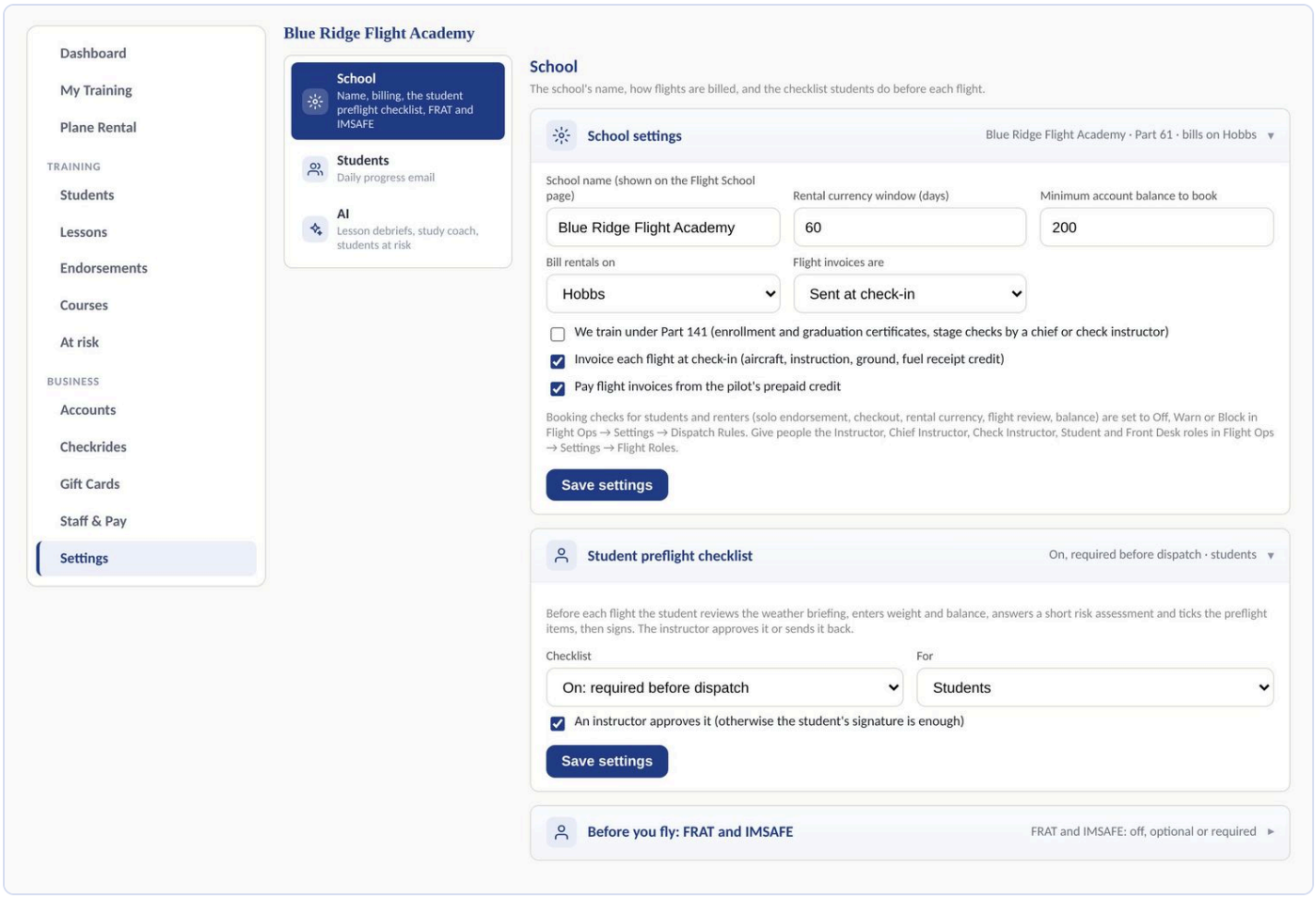
Who	Steps
Chief instructor or admin	1 (settings), 2 (courses), 15 (progress), 17 (complete the course)
Flight instructor	3, 4, 9, 10, 11, 14, 16 and 15 for their own students
Front desk	3 (add the student), 6 (account), and booking or check-in for students when asked
Student	5 (medical), 7 (book), 8 (preflight), 12 (read the lesson), 13 (logbook)

1 Set up the school

CHIEF INSTRUCTOR · ONCE

Open **Flight School → Settings → School**. Only what a student's first flight needs:

1. **School settings:** the school name, the minimum account balance to book, what rentals are billed on (Hobbs, tach, block or flight time) and whether flight invoices are sent at check-in. Tick **We train under Part 141** if you do. Click **Save settings**.
2. **Student preflight checklist:** Off, **On: warn at dispatch** or **On: required before dispatch**, for students or for students and renters, and whether an instructor approves it.
3. **Before you fly: FRAT and IMSAFE:** Off, Optional or Required for student solo and student dual flights.



Flight School → Settings → School: the school settings and the student preflight checklist.

> **ALSO ONCE** Give people their roles (Instructor, Chief Instructor, Check Instructor, Student, Front Desk) in **Flight Ops → Settings → Flight Roles**, and set the booking checks for students (solo endorsement, solo limits, account balance) to Off, Warn or Block in **Flight Ops → Settings → Dispatch Rules**. Instructors enter their certificate number under **Accounts → Instructors**: it prints on every lesson and endorsement they sign.

2 Add the courses CHIEF INSTRUCTOR · ONCE

1. Open **Flight School → Courses** and click **Course library…**
2. Tick the courses you teach (Private Pilot Part 61 or Part 141, Instrument, Commercial, Sport, instructor ratings, flight review…) and click **Add selected courses**.
3. Open a course to change its stages, lessons, graded items and planned hours to match how your school trains. **New course** builds one from scratch.



The course library. Courses already added are greyed out.



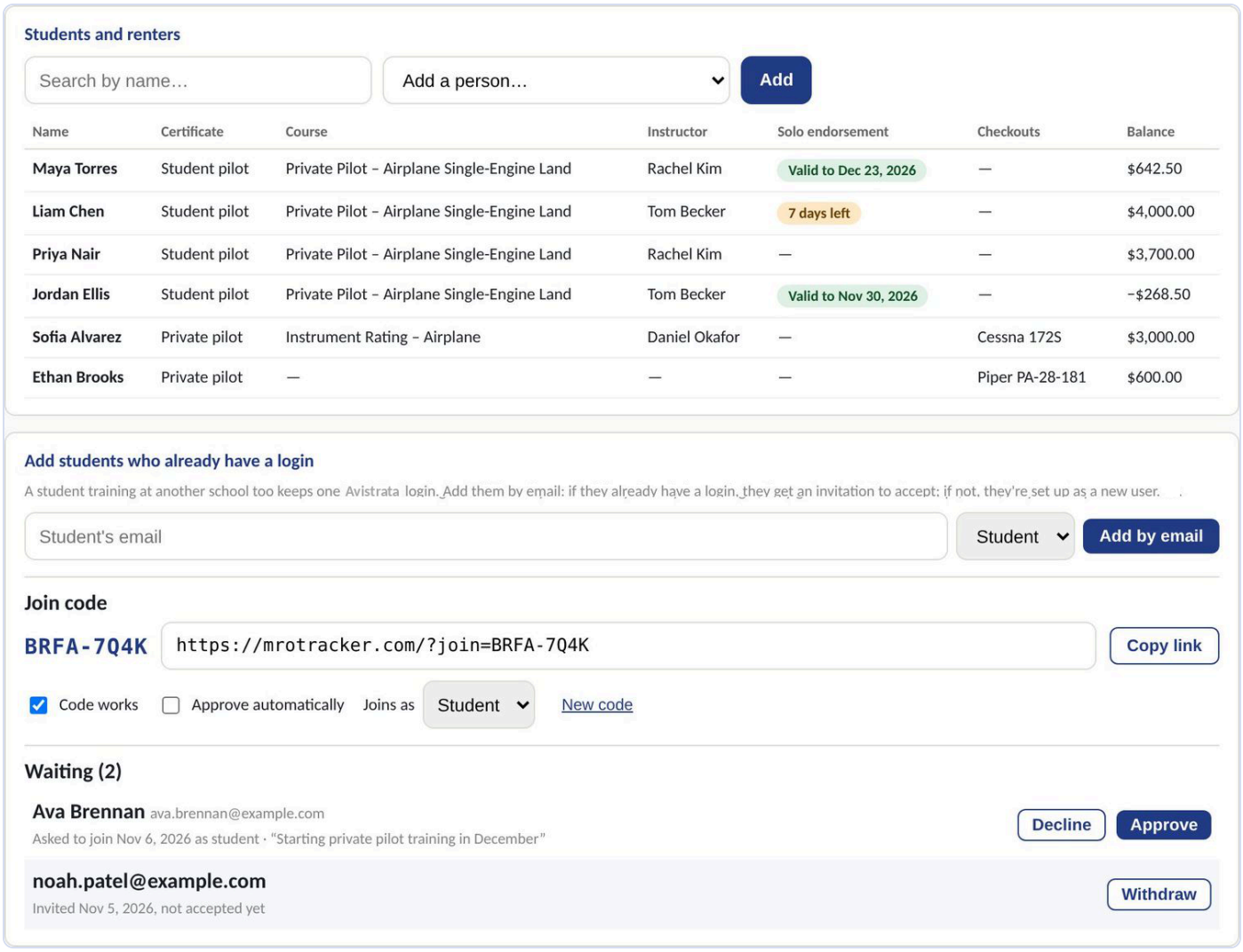
Flight School → Courses with the two courses added.

> **PART 141** The library syllabi are built around 14 CFR Part 61 (and one Part 141 layout). A Part 141 course must follow your FAA-approved training course outline.

3 Add the student INSTRUCTOR · FRONT DESK

Open **Flight School → Students**. Three ways in:

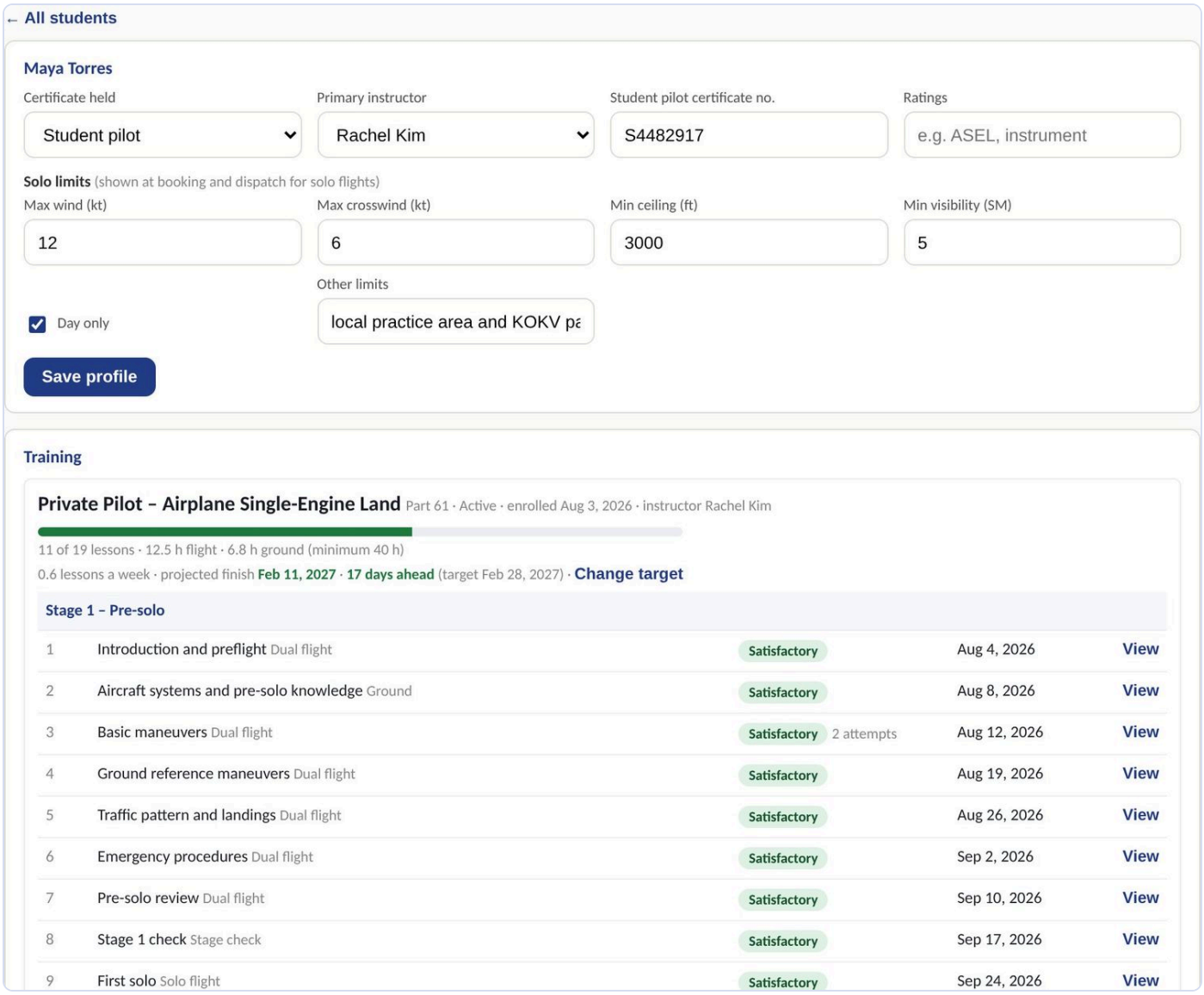
- **Already in your organization:** pick them in **Add a person...** and click **Add** (instructors).
- **By email:** under **Add students who already have a login**, type the email, pick **Student** and click **Add by email**. Someone with an Avistrata login gets an invitation to accept; for a new email, click **Add as a new user**.
- **Join code:** give students the school's code or link. They join from **My Preferences → My Schools & Organizations**; you **Approve** or **Decline** them under **Waiting** (unless **Approve automatically** is ticked).



Students and renters, and the join card: one request and one invitation waiting.

4 Profile, solo limits and enrollment INSTRUCTOR

1. Click the student's name. Fill in **Certificate held** (Student pilot), the **Primary instructor** and the **Student pilot certificate no.**
2. Set the **Solo limits** (wind, crosswind, ceiling, visibility, day only, other limits). They show at booking and dispatch for solo flights and fill in the solo endorsement later. Click **Save profile**.
3. Under **Training**, pick the course and the primary instructor (and the enrollment certificate number for Part 141) and click **Enroll**. Click **Set a target date** to see whether the student is ahead of or behind it.

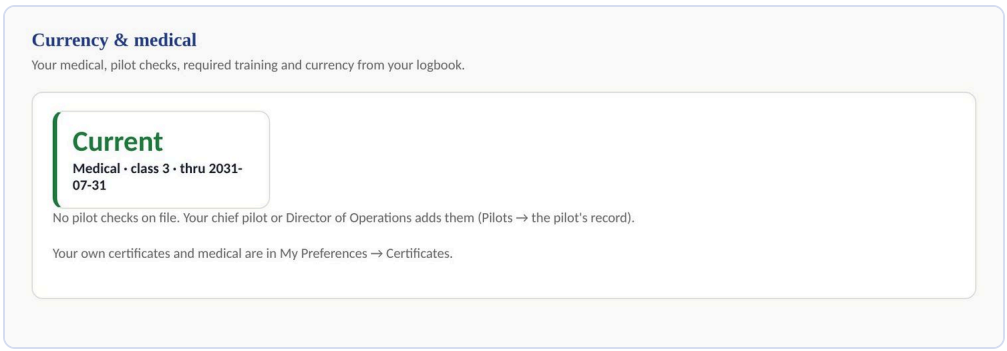


Maya's page: profile and solo limits, then her course with progress, pace and projected finish.

> **CITIZENSHIP** The TSA citizenship check (49 CFR 1552.15(c)) is recorded as an endorsement, **U.S. citizenship verified (TSA)**, in step 14's list.

5 Medical and certificates STUDENT

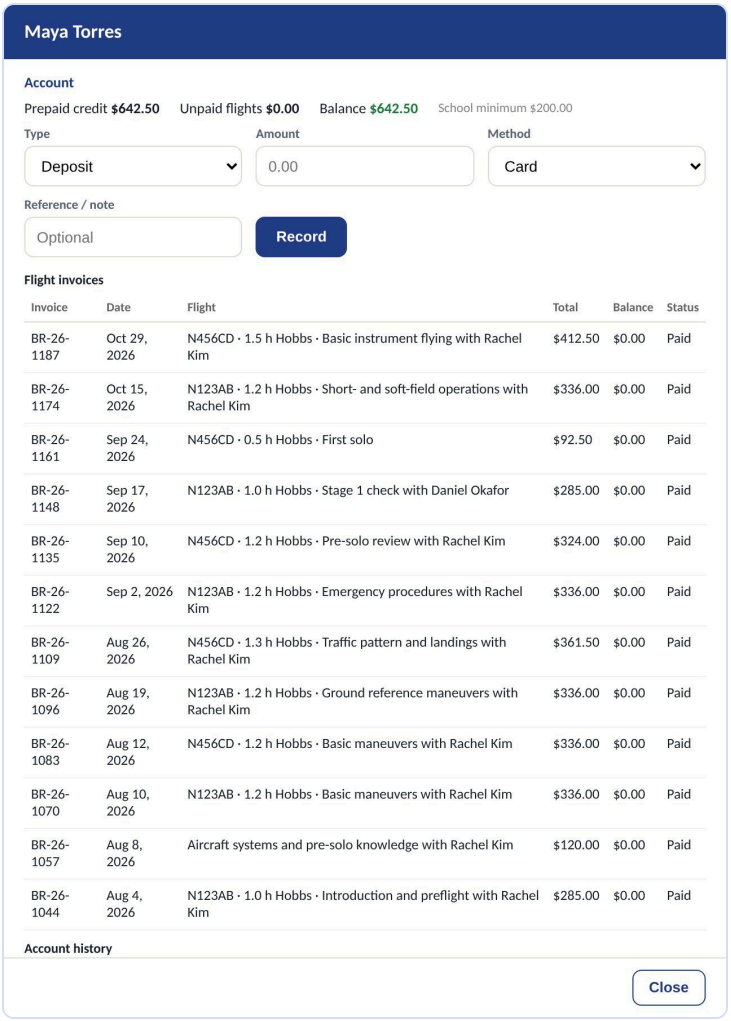
The student's medical and certificates are kept under **My Preferences → Certificates** (where the school asks for them). **Pilot workspace → Currency & medical** shows whether the medical is current and until when, with currency from the logbook once there is one.



Pilot workspace → Currency & medical for Maya.

6 Put money on the account FRONT DESK

1. Open **Flight School → Accounts** and pick the student in **Open someone's account…** (or click their row under **Balances**).
2. Choose the **Type**: **Deposit**, **Package** (block time, e.g. pay $1,850, get $1,950 of credit), **Refund** or **Adjustment**; the amount, the method and a note. Click **Record**.
3. New credit pays open flight invoices straight away. The account shows the prepaid credit, unpaid flights, the balance against the school minimum, every flight invoice and the history.

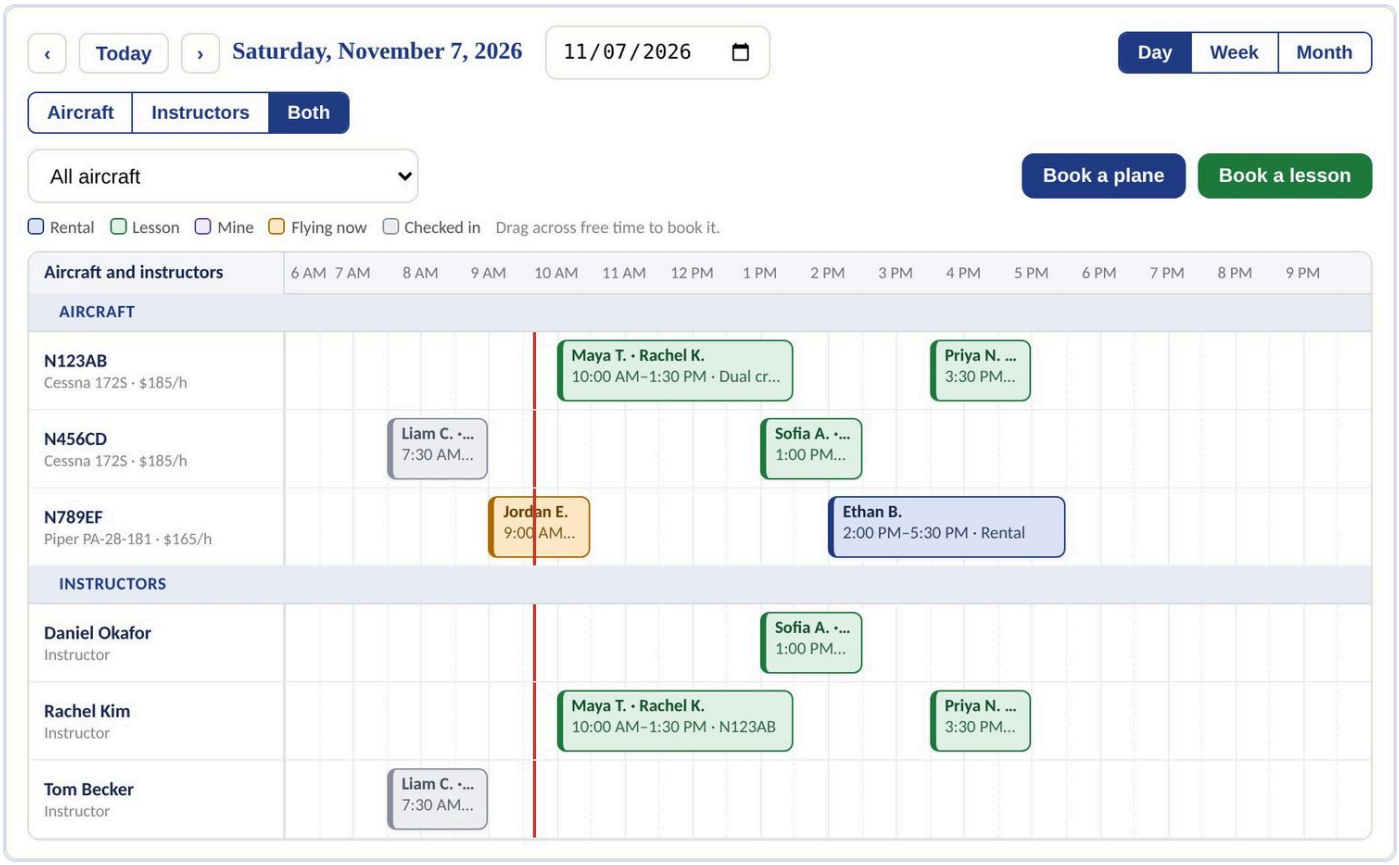


Maya's account: $642.50 of credit, each lesson invoiced at check-in and paid from it.

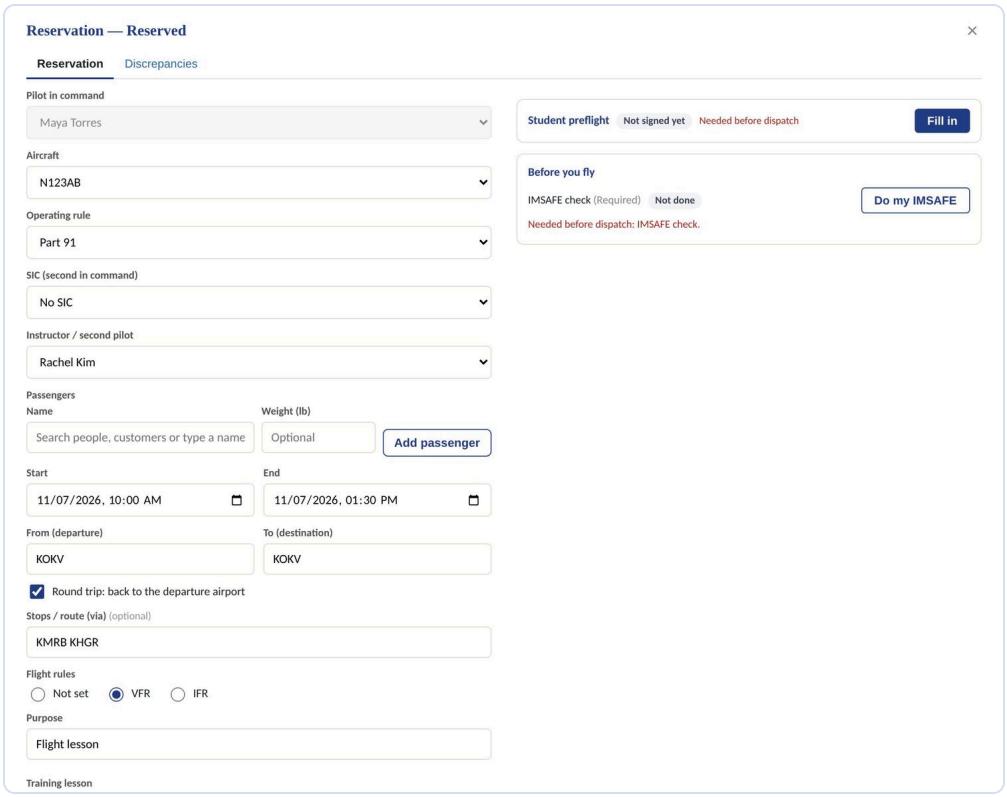
> **SET UP** Packages are made under **Accounts → Packages**, aircraft rates under **Accounts → Aircraft rates**, instructor rates under **Accounts → Instructors**.

7 Book a lesson STUDENT · FRONT DESK

1. Open **Flight School → Plane Rental**. Pick **Day**, **Week** or **Month**, and **Aircraft**, **Instructors** or **Both** down the side.
2. Click **Book a lesson**, or drag across free time on an aircraft or instructor row. The booking window opens; when students book for themselves, their primary instructor is filled in.
3. Check the aircraft, the instructor, the times and the route. Under **Training lesson**, the student's next lesson is already picked, marked **(next)**. Click **Save**.



Plane Rental, Both: Maya's lesson with Rachel Kim in N123AB from 10:00 to 1:30.



The booking window: the training lesson on the left, the preflight checklist and IMSAFE still to do on the right.

BOOKING CHECKS The rules set in Dispatch Rules run as the booking is made: a student solo needs a current solo endorsement for the make and model, the solo limits are shown, and the account balance is checked against the school's minimum.

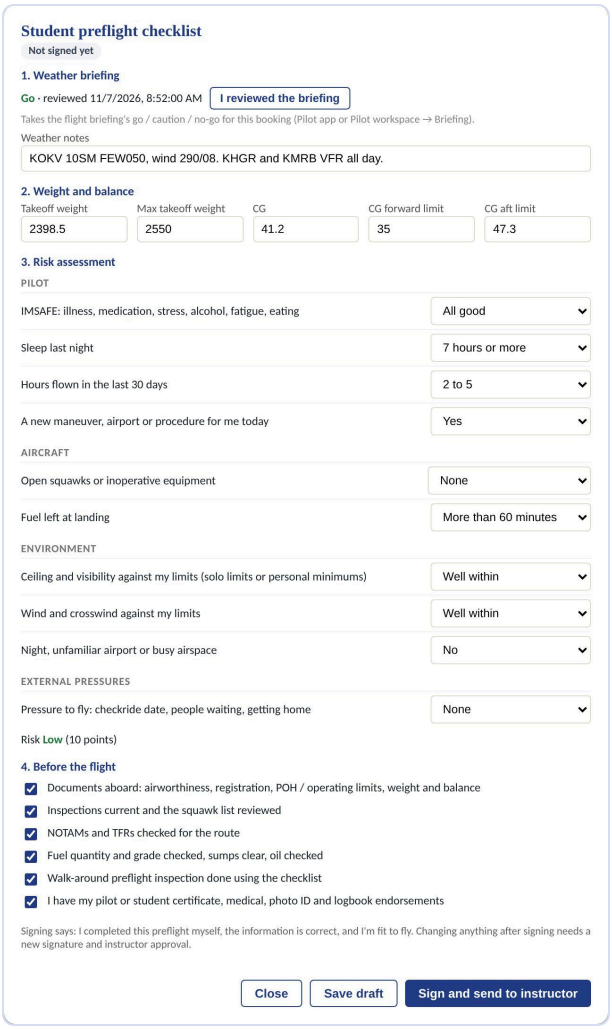
8 Before the flight: preflight checklist and IMSAFE STUDENT

Open the booking (Plane Rental, or the dashboard). Under **Student preflight**, click **Fill in**:

1. **Weather briefing:** click **I reviewed the briefing**. It takes the flight briefing's go, caution or no-go for this booking. Add weather notes.
2. **Weight and balance:** takeoff weight, maximum weight, CG and the CG limits.
3. **Risk assessment:** IMSAFE, sleep, recent hours, anything new today, squawks, fuel reserve, weather and wind against your limits, night or busy airspace, pressure to fly. The risk level and points add up as you answer. When the school uses a FRAT for the flight, the FRAT answers this part.
4. **Before the flight:** tick documents aboard, inspections and squawks, NOTAMs and TFRs, fuel and oil, the walk-around, and your certificate, medical, photo ID and endorsements.
5. Click **Save draft** any time, then **Sign and send to instructor**.

Under **Before you fly**, click **Do my IMSAFE** when the school has the IMSAFE check on.

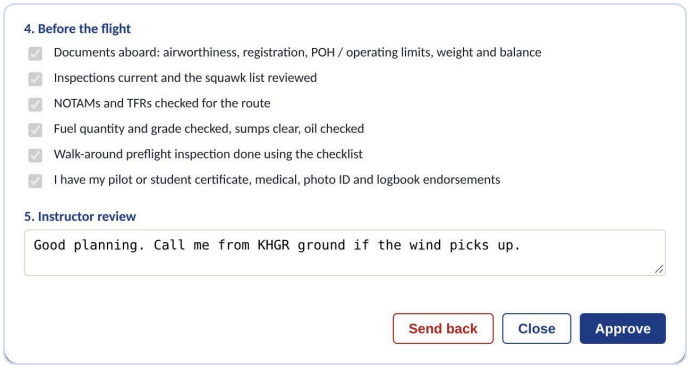
No-go answers stop the flight. "Something is not right" on IMSAFE, a squawk that affects the flight, or weather or wind outside your limits is a no-go item and shows on the checklist for your instructor.



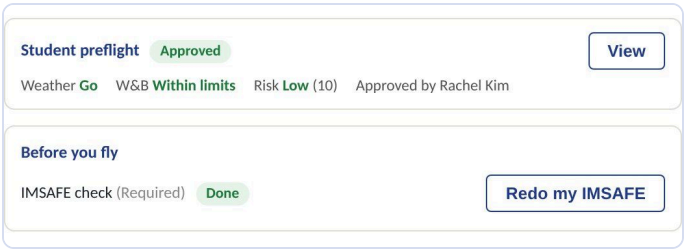
Maya's preflight checklist, filled in: risk low (10 points).

9 Approve the preflight and dispatch INSTRUCTOR

1. The instructor gets a notification: **Preflight to review**. Open the booking and click **Review**.
2. Read it through, add a note, and click **Approve**, or **Send back** with the reason (a note is needed). A checklist sent back goes to the student to fix and sign again.
3. When the checklist and the IMSAFE check are done, the booking can be dispatched. While a required item is open, the booking says **Needed before dispatch** and Dispatch waits.



The instructor's review: Send back or Approve.



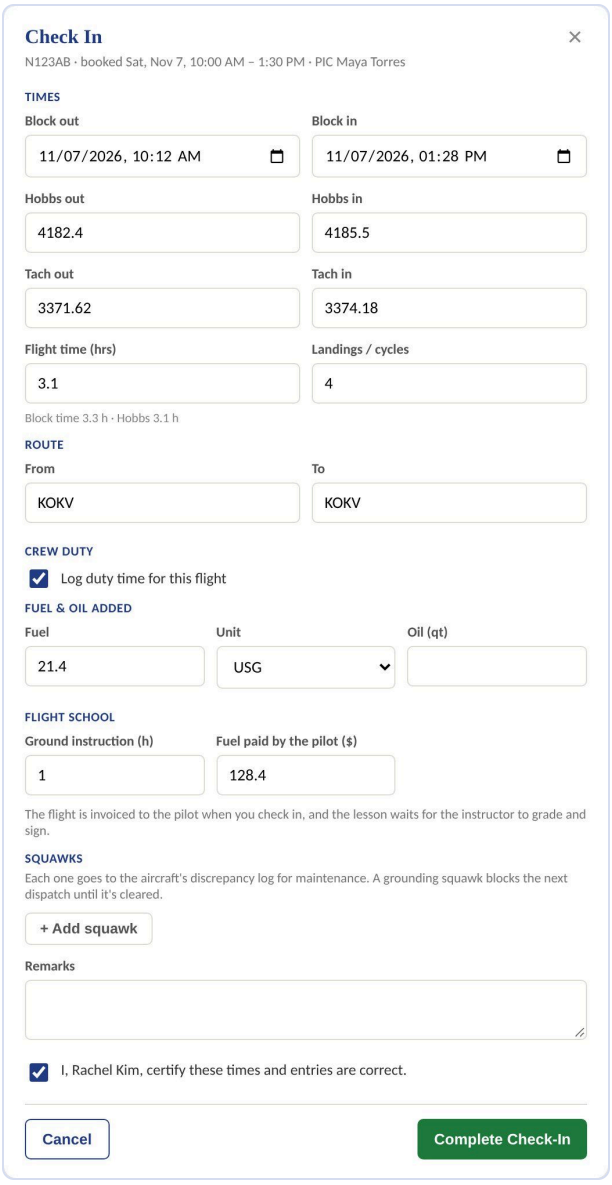
The booking after approval: preflight approved, IMSAFE done.

10 Fly, then check in INSTRUCTOR · FRONT DESK

After the flight, open the booking and click **Check In**:

1. Block out and in, Hobbs and tach, flight time and landings, the route, fuel and oil added, and any squawks for maintenance.
2. Under **Flight school**: the **Ground instruction (h)** given and the **Fuel paid by the pilot ($)**, which is credited on the invoice.
3. Tick the certification and click **Complete Check-In**.

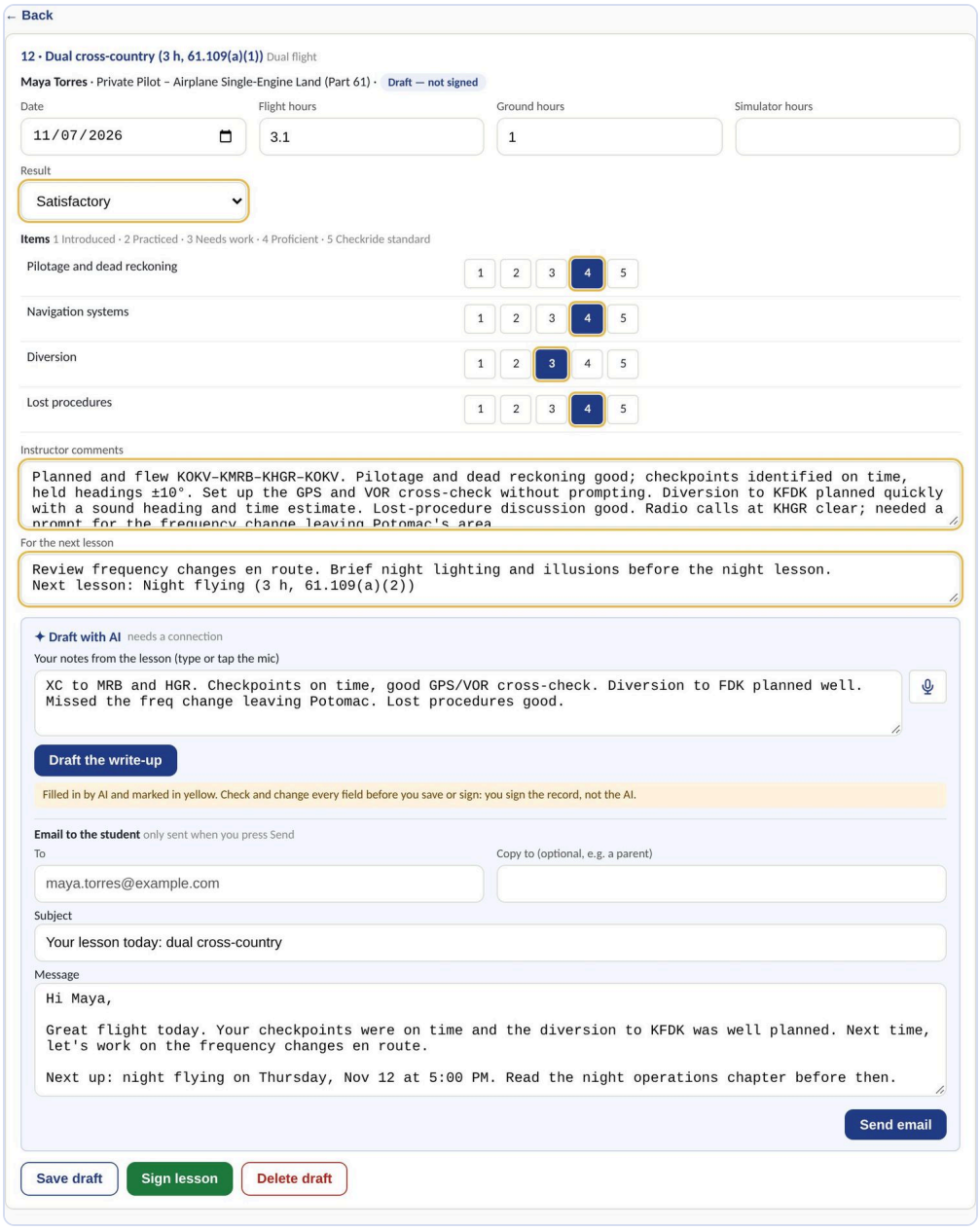
Three things happen: the flight is **invoiced** to the student (aircraft, instruction, ground, less the fuel receipt) and paid from prepaid credit when the school uses it; the **lesson waits** for the instructor to grade and sign; and the flight is offered to the student's **logbook** to confirm (step 13).



Check In for Maya's cross-country.

11 Grade and sign the lesson INSTRUCTOR

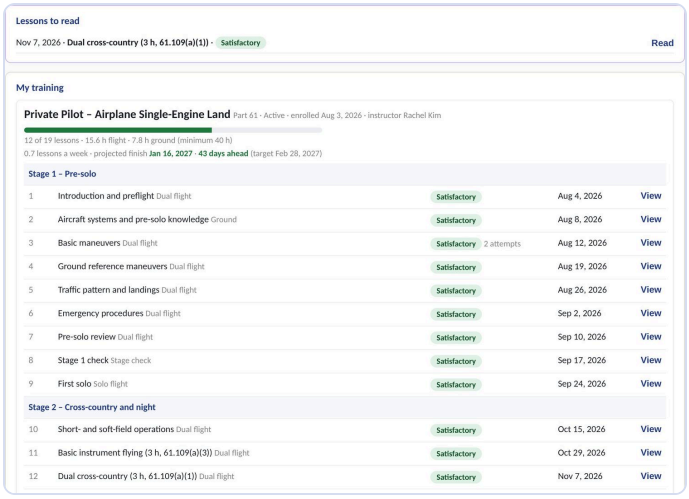
1. Open the lesson from the dashboard (**Lessons to sign**, or **Grade & sign** under Lessons not signed yet) or from **Flight School → Lessons**. With no booking, pick the student under **Record a lesson** and click **Next lesson**.
2. Check the date and hours, pick the **Result** (Satisfactory, Unsatisfactory, Incomplete) and grade each item from 1 (Introduced) to 5 (Checkride standard).
3. Write the comments and what to do in the next lesson. **Draft with AI** can do it from your notes, typed or dictated: click **Draft the write-up**, then check every field it filled (marked in yellow). The email to the student is only sent when you click **Send email**.
4. Click **Save draft**, or **Sign lesson**. A signed lesson becomes part of the training record and can't be changed.



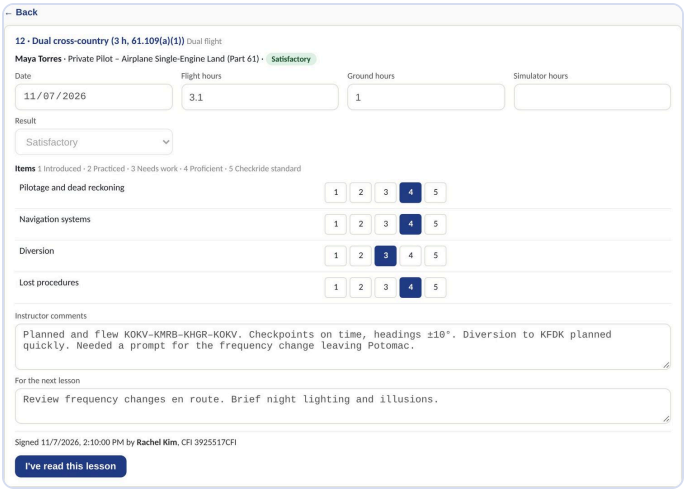
Grading lesson 12 with Draft with AI. You sign the record, not the AI.

12 Read the lesson STUDENT

1. Open **Flight School → My Training**. Signed lessons you haven't read are under **Lessons to read**: click **Read**.
2. Read the grades, comments and what's next, and click **I've read this lesson**. The instructor sees it as acknowledged.
3. My Training also shows every lesson by stage with its result, your hours, your solo limits, your endorsements, your tests, your account and, when the school has them on, the daily progress email and the **Study coach** (explain my next lesson, quiz my weak areas, mock checkride oral).



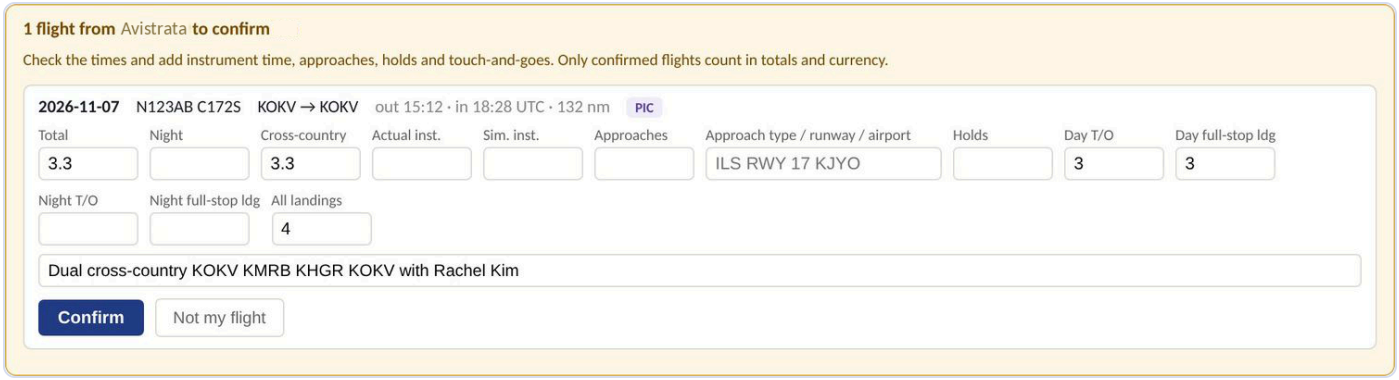
My Training: one lesson to read.



The signed lesson, with I've read this lesson.

13 Confirm the logbook entry STUDENT

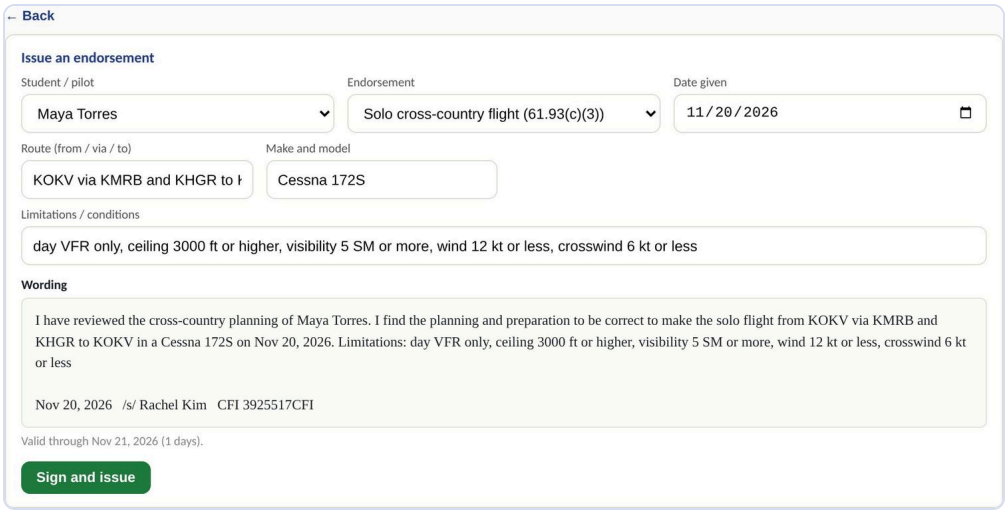
Each checked-in flight comes to the student's **Logbook** as a flight to confirm: date, aircraft, route, times, cross-country and landings. Add instrument time, approaches, holds and remarks, and click **Confirm**, or **Not my flight**. Only confirmed flights count in totals and currency. Flights imported from ForeFlight are matched, not counted twice.



Maya's cross-country waiting in her logbook.

14 Endorsements: solo and cross-country INSTRUCTOR

1. On the student's page click **Issue endorsement** (or **Flight School → Endorsements → Issue endorsement**).
2. Pick the endorsement: pre-solo knowledge and flight training (61.87), solo (first 90 days, each additional 90 days), solo cross-country training and each solo cross-country flight (61.93), Class B, knowledge test, practical test and others. The wording follows AC 61-65 and fills in the student and aircraft.
3. Fill in the fields (make and model, route, limitations). For a solo endorsement the limitations come from the student's solo limits. The expiry date is worked out for you.
4. Check the wording and click **Sign and issue**. An endorsement can't be edited afterwards, only revoked with a reason. **Print** or **Copy text** it from the list.



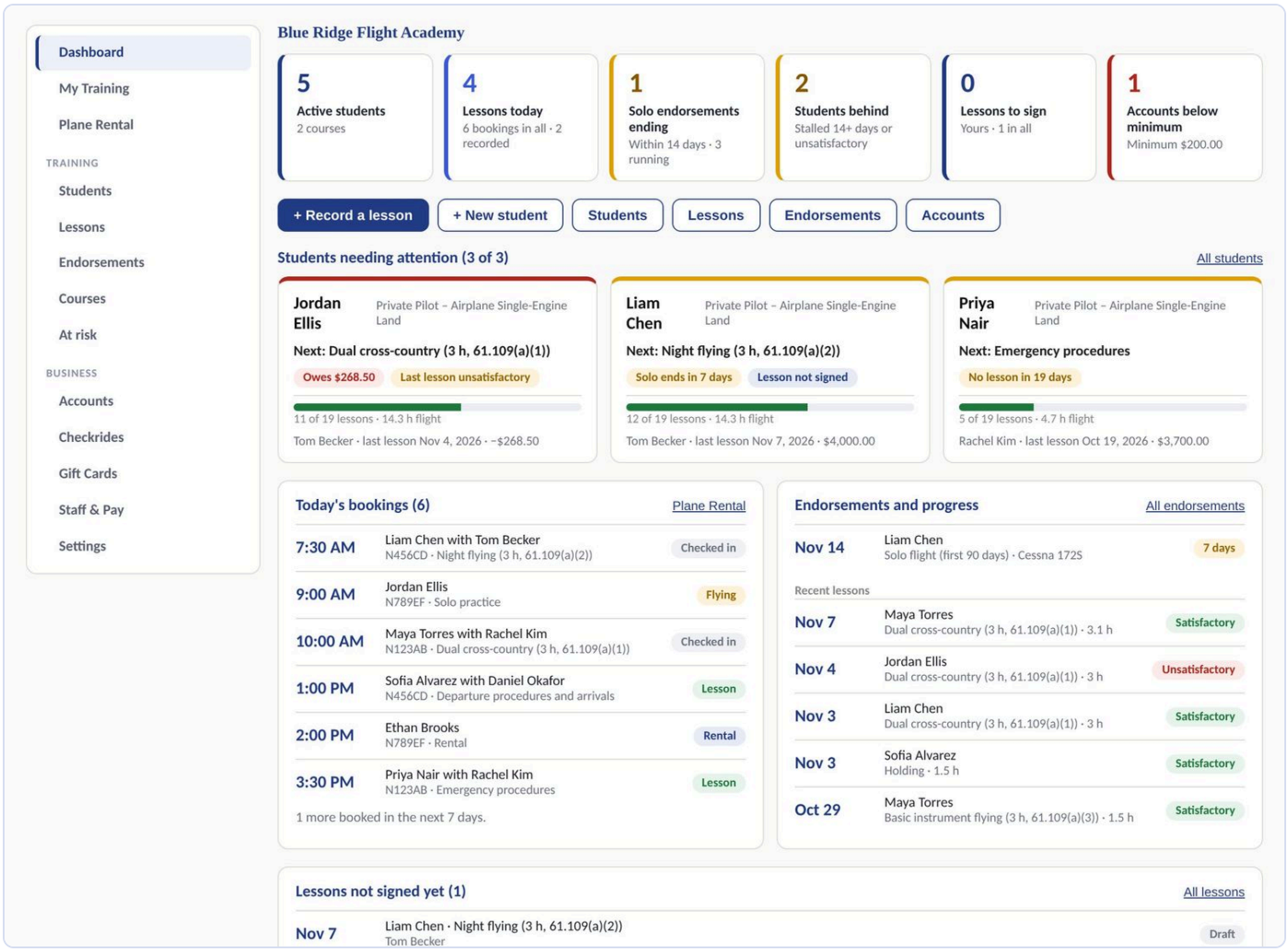
Issuing Maya's solo cross-country flight endorsement for November 20.

> **WATCH THE DATES** The dashboard lists solo endorsements ending within 14 days. Solo bookings check for a current solo endorsement for the make and model.

15 Track progress and stage checks CHIEF INSTRUCTOR · INSTRUCTOR

The **Flight School → Dashboard** shows active students, today's lessons, solo endorsements ending, students behind (no lesson in 14 days, or an unsatisfactory last lesson), lessons to sign and accounts below the minimum, then the students needing attention, today's bookings and recent lessons. Below it: checkrides in the next 14 days and students behind their target date.

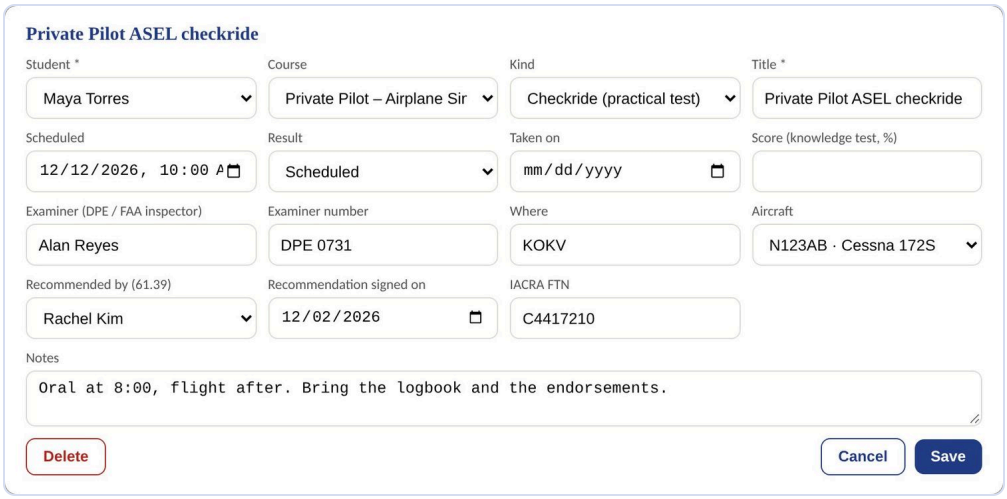
- **Stage checks** are lessons in the syllabus (Stage 1 check, Stage 2 check, End-of-course check), graded like any other lesson. Under Part 141, a chief or check instructor gives them.
- On each student's course: lessons done, flight and ground hours against the course minimum, pace, projected finish and days ahead or behind the target.
- **At risk** (chief instructor) estimates readiness and suggests next bookings, which are only booked when someone clicks Book.



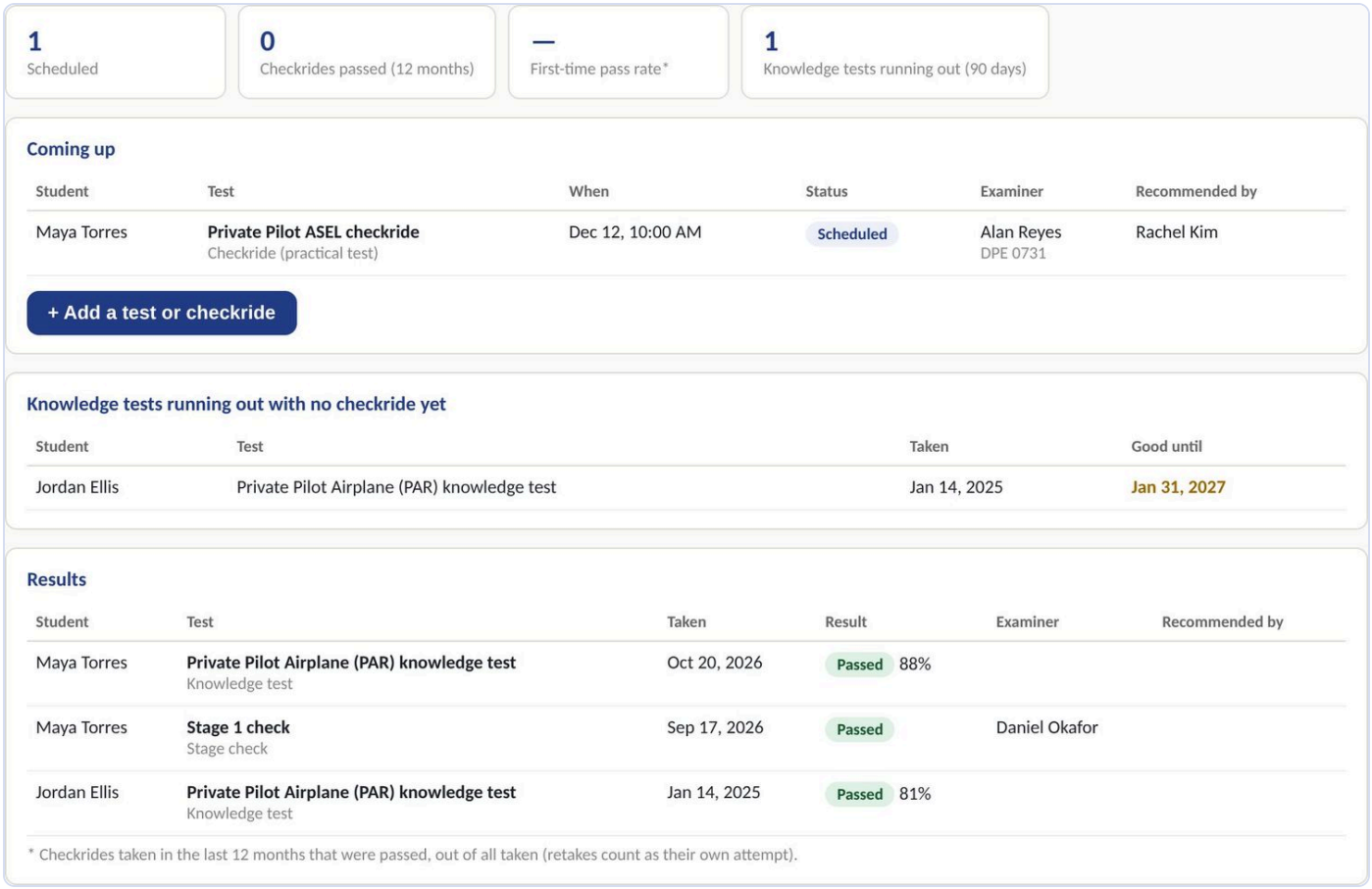
The dashboard on November 7.

16 Knowledge test and checkride INSTRUCTOR

1. Open **Flight School → Checkrides** (or the student's page) and click **+ Add a test or checkride**.
2. **Knowledge test:** Kind **Knowledge test**, the title, the date taken, the result and the score. The Checkrides tab lists knowledge tests running out with no checkride yet.
3. **Checkride:** Kind **Checkride (practical test)**, when and where, the examiner and number, the aircraft, **Recommended by (61.39)**, the date the recommendation was signed and the IACRA FTN. Avistrata warns when there is no passed knowledge test within 24 calendar months or the recommendation is older than the 2 calendar months before the test.
4. Give the practical test endorsements from step 14 (practical test prerequisites, private pilot practical test).
5. After the test, open it, set the **Result** (Passed, Failed, Discontinued) and click **Save**.



Maya's checkride, scheduled for December 12 with her recommendation from December 2.



Flight School → Checkrides on December 3.

17 Complete the course, and what's next CHIEF INSTRUCTOR · INSTRUCTOR

1. When every required lesson is signed satisfactory and the checkride is passed, open the student's page and click **Complete course** under the course. Part 141 asks for the graduation certificate number (141.95); Part 61 asks you to confirm if any required lesson isn't signed off.
2. Change **Certificate held** to **Private pilot** and click **Save profile**.
3. Next: enroll in the next course (for example Instrument Rating – Airplane) from the same page, or give an aircraft checkout so the new pilot can rent.

Training

Private Pilot – Airplane Single-Engine Land Part 61 · Active · enrolled Aug 3, 2026 · instructor Rachel Kim

19 of 19 lessons · 32.4 h flight · 11.3 h ground (minimum 40 h)

All required lessons done · **76 days ahead** (target Feb 28, 2027) · **Change target**

Stage 1 – Pre-solo				
1	Introduction and preflight Dual flight	Satisfactory	Aug 4, 2026	View
2	Aircraft systems and pre-solo knowledge Ground	Satisfactory	Aug 8, 2026	View
3	Basic maneuvers Dual flight	Satisfactory 2 attempts	Aug 12, 2026	View
4	Ground reference maneuvers Dual flight	Satisfactory	Aug 19, 2026	View
5	Traffic pattern and landings Dual flight	Satisfactory	Aug 26, 2026	View
6	Emergency procedures Dual flight	Satisfactory	Sep 2, 2026	View
7	Pre-solo review Dual flight	Satisfactory	Sep 10, 2026	View
8	Stage 1 check Stage check	Satisfactory	Sep 17, 2026	View
9	First solo Solo flight	Satisfactory	Sep 24, 2026	View
Stage 2 – Cross-country and night				
10	Short- and soft-field operations Dual flight	Satisfactory	Oct 15, 2026	View
11	Basic instrument flying (3 h, 61.109(a)(3)) Dual flight	Satisfactory	Oct 29, 2026	View
12	Dual cross-country (3 h, 61.109(a)(1)) Dual flight	Satisfactory	Nov 7, 2026	View
13	Night flying (3 h, 61.109(a)(2)) Dual flight	Satisfactory	Nov 12, 2026	View
14	Solo practice Solo flight	Satisfactory	Nov 14, 2026	View
15	Solo cross-country (61.109(a)(5)) Solo flight	Satisfactory	Nov 20, 2026	View
16	Stage 2 check Stage check	Satisfactory	Nov 24, 2026	View
Stage 3 – Practical test preparation				
17	Maneuvers to ACS standards Dual flight	Satisfactory	Nov 28, 2026	View
18	Practical test preparation (3 h in 2 calendar months, 61.109(a)(4)) Dual flight	Satisfactory	Dec 1, 2026	View
19	End-of-course check End-of-course check	Satisfactory	Dec 4, 2026	View

Complete course | **Put on hold** | **Withdraw**

Instrument Rating – Airplane (Part 6 | Rachel Kim | Enrollment certificate no. (Part 141) | **Enroll**

All 19 lessons signed: Complete course, and the next course ready to enroll.

Tests and checkrides

Test	When	Result	Examiner	
Private Pilot ASEL checkride Checkride (practical test)	Dec 12, 2026	Passed	Alan Reyes	Open
Private Pilot Airplane (PAR) knowledge test Knowledge test	Oct 20, 2026	Passed 88% good until Oct 31, 2028		Open
Stage 1 check Stage check	Sep 17, 2026	Passed	Daniel Okafor	Open

+ Add a test or checkride

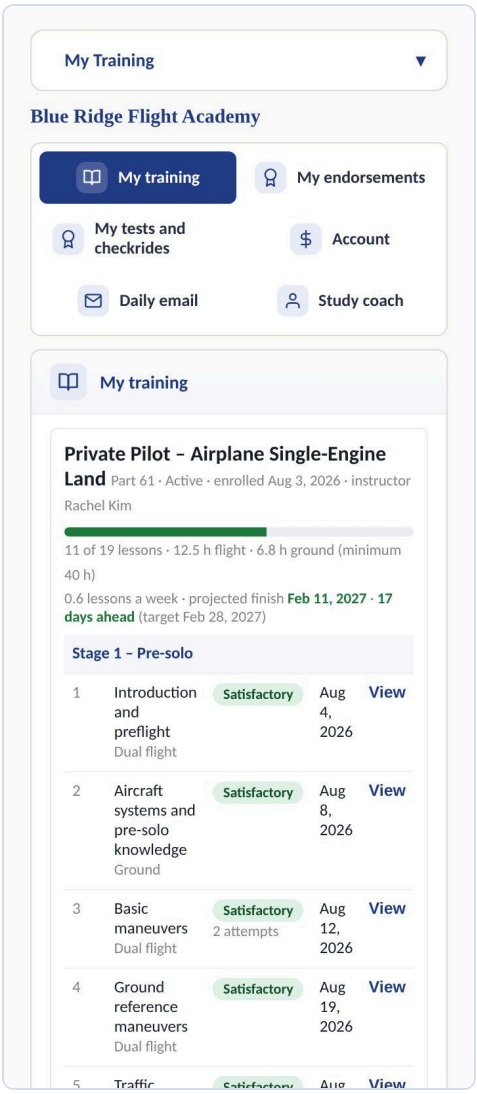
Maya's tests and checkrides: knowledge test, stage check and checkride passed.

On the student's phone

The MRO Tracker **Student** app (iPhone and Android) has the same steps for the student, with tabs **Home**, **Book**, **Training**, **Messages** and **Account**:

- **Book:** book a lesson or a plane by tapping free time; the next lesson has **Book it**.
- **Training:** lessons to read with **I've read this**, graded items, objectives and the study coach.
- **Home:** the next booking and the links to **My account and payments**, **Logbook**, **Endorsements** and **My bookings**.

The screens in this guide are the website's. The picture on the right is the website's My Training at phone width (390 px), not the app.



My Training on a phone-width browser.

Good to know. Avistrata is a planning and record-keeping aid. The FAA regulations (14 CFR Parts 61, 91 and 141), AC 61-65, your school's procedures and the pilot in command's judgment govern every flight; a green checklist or a "Low" risk score is not a go decision by itself. Course syllabi, endorsement wording and test rules here are as of November 7, 2026: check them against the current revision. Not legal advice.

Starting your school on Avistrata?

We'll set up your courses, rates and roles with you and walk your first students and instructors through their first lesson.

Avistrata support
703.520.5040
mrotracker.com

Companion documents: Flight School Setup Guide, Flight School Overview, Flight School AI Guide, at mrotracker.com/documents. All schools, students, instructors, aircraft, N-numbers, accounts, records and figures are fictional samples. Screens may differ slightly in your version. © 2026 Leesburg Aviation LLC. All rights reserved.