

ENROLLMENT HOW TO FOR NEW STUDENTS



STEP 1: Application

All new students must complete the online application. Additionally, you will be required to upload a copy of the following documents:

- Birth Certificate
- Immunization Record (name and birthdate must be included in the document)
- Baptism Certificate (if Catholic)
- If your student is entering grades 1-12, you will be required to upload a copy of his/her most recent report card from the current school
- If your student is on an accommodation plan (IEP, 504), you will be required to upload a copy of the current plan

STEP 2: Enrollment

When your student's application is complete (all required documents submitted), it will be reviewed.

- When an application is accepted, your student moves into "enrollment in progress" and you will receive an email notification to complete a set of enrollment checklist items:
 - Contract
 - Emergency Contacts
 - \$50 Registration Fee
 - Enroll in AutoPay

Communication is done via email and occasionally text. If you are missing items in your application or enrollment, you will be notified via email to finish the incomplete items. Please read all emails that you receive from us to be sure you are on track for completing enrollment. Should we reach capacity in any of our classes, you will be notified of options.