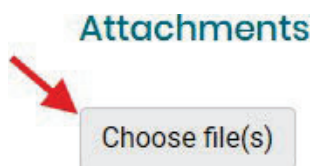




Valley Robotics Academy (VRA) Application

General Instructions:

Step 1- **Initiator:** For minors, a parent can act on behalf of the student. Student must complete all required fields in [red boxes] before selecting continue. Students are required to attach all supporting paperwork listed in blue on the application checklist. At the bottom of the on-line application. Select choose file(s) to add attachments.



Submit form to step 2 (Parent). Select "Continue" at the bottom of the form.



Follow the prompt to enter the name and email address of your parent or legal guardian who will complete this form.

Please enter next recipient for **Parent**

NAME [Customize message](#)

Enter name

EMAIL

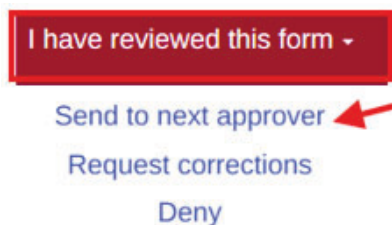
Enter email

→ Send to recipient

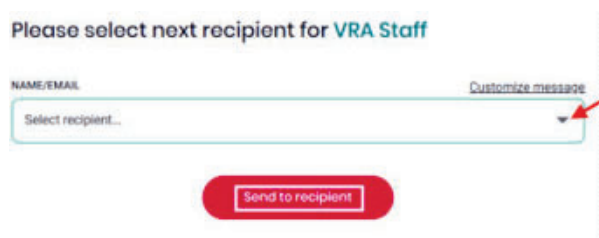
Then select "Send to recipient."

Step 2- Parent: Parent/legal guardian must complete all required fields in [red boxes] before selecting continue. If applicable. At the bottom of the page click choose file(s) to include your attachments.

Once completed. Select 'I have reviewed this form' and send to next approver.



Use the drop-down arrow to select the user and click send to recipient.



Step 3- VRA Staff: Your role is to review the application. This step has the option to forward to next reviewer or return form to previous steps for corrections.

Step 4- Vice Principal: Your role is to review the application. This step has the option to complete form or return form to previous steps for corrections.