Inbound/Outbound Checklist for Military Families

ENROLLING at North Carolina Cyber Academy

Enrollment Process - Begin the enrollment process by completing the Enrollment Application. Submission of the application during the school year after enrollment ends will put you on the waitlist. Families that receive a seat after the lottery will have 10 days to confirm acceptance and complete the necessary documentation to complete enrollment.

Information that is needed for the enrollment application:

- Household information
    - Mailing and Physical Address
    - Primary home phone number
    - Proof of North Carolina Residency (any of the following - utility bill from the last 60 days, lease/rental agreement, home purchase agreement)
    - If you live out of state or do not have a permanent local address yet, please upload a copy of your PCS orders under the "Proof of Residency" section of the enrollment form (this is what allows us to remotely enroll military students per the N.C. General Statutes).
- Parent information
    - contact phone numbers and email addresses for each guardian
- Learning Coach information
    - Name, address, email, and phone number of the adult you are going to designate as your student's Learning Coach
- Student information
    - Birth certificate or proof of age
    - Immunization Records or Immunization Exemption Form or Religious Exemption Form.
        - You can have your current physician complete the Health Assessment and print your immunizations prior to arrival in N.C. Here is a list of Required Immunizations.
    - Completed NC Health Assessment
      State law requires that every child entering public schools in N.C. for the first time receive a health assessment. The assessment must occur within 12 months prior to entering school. The medical provider, parent or guardian must provide a completed health assessment form to the school on or before the child's first day of attendance.
- Academic Documents
    - Most recent report card

- Most recent transcript showing all attempted and earned high school credits (if applicable)
- Attendance record for the most recent school year or semester
- Standardized test scores (state or national exams, ACT, SAT, EOGs, EOCs, etc)
- Any of the following if applicable to your student:
    - Individualized Education (IEP) Plan
    - 504 plan
    - AIG Differentiated Education Plan (DEP)

Note on previous school information - If you provide the name, address, and contact information for your old school, this will help speed up the records request process especially when coming from overseas or out of state schools. It is extremely helpful if you know the name of the registrar or staff member that processes records requests. Don't worry if you are not sure of this information, our staff will find the appropriate contact if needed.

Students and guardians will also be required to sign the Acknowledgement Form demonstrating your understanding and willingness to comply with each of the expectations detailed below.

- Entrance Agreement
- NC Cyber Academy Handbook
- Honor Code
- Technology Acceptable Use Policy
- Technology Responsible Use Policy
- Title I School Compact
- Title I Parent and Family Engagement
- Media Release
- 2026-2027 School Calendar

AFTER ARRIVING

New Student Orientations - NCCA offers a New Student Orientation for students and families prior to the start of school. This is an important opportunity for families and students to learn more about NCCA and each grade band's expectations.

Contact your school counselor: All counselors are trained in the Interstate Compact on Educational Opportunity for Military Children, ensuring your child's academic progress is protected during transitions

Need additional help? Reach out to one of our dedicated military liaisons. Each grade band (elementary, middle, and high school) has a designated military liaison to provide personalized support and guidance. Whether your family is experiencing a PCS move, deployment, or schedule change, our team is equipped to help students stay on track.

LEAVING NCCA

- Make sure you notify NCCA of your student's withdrawal as soon as you receive orders by completing the Withdrawal Form
- Return all school provided supplies and technology
- Request our NCCA staff prepare school records to send to you before PCS (contact our main office: 984-262-9237 or email sniedermayer@myncca.com)
- Hand-carry all records during PCS so that they can immediately be available
    - Orders
    - School records
    - Child's immunization records
    - Child's passport and birth certificate
    - (if applicable) Legal documents pertaining to child custody
    - (if applicable) Special program information: Individual Education Program (IEP), Individual Accommodation Plan (504), English Learner, Gifted/Talented, Individualized Health Plan, or MTSS plan; include assessments, evaluations, reports, test results, and any other applicable documentation when available
    - (if applicable) Community service hours

Additional questions? Please reach out to one of NCCA's military liaisons