

# Collegiate Preparatory International Academy

## STUDENT ENROLLMENT CHECKLIST & REGISTRATION STEPS



### Get Prepared for Enrollment

**Do you have everything you need? Getting prepared beforehand will save you time and help enrollment go more smoothly!**

Use the online school enrollment checklist below to gather the documents you will need. The checklist includes requirements, plus tips to help you find documents you may not have.

**Students who are currently expelled from their local school or district may not be eligible to enroll.**

Parental Involvement:

Parents/guardians are an important part of the Collegiate Preparatory International Academy experience, particularly for students in grades PK–8.

What Documents to Have Ready

Please have the following documents available and ready to send via e-mail or to our secure LMS:

**Required Documents**

The documents below **are required** to enroll in school online at Collegiate Preparatory International Academy. Please submit or transfer information from the following:



### Child's Proof of Age

A copy of one of the following documents must be provided for every student to verify age eligibility.

- Official birth certificate

- Passport
- Official government provided identity card (ie. driver's license, green card, permanent resident card)

To avoid unnecessary delays, **provide a copy of one of these official documents along with your enrollment documents.** *(Please note that Military IDs will not be accepted.)* If you do not have either of these documents, please contact our admissions advisors at + 1-866-409-1774 or info@collegiateprepacademy.org to discuss acceptable alternatives.

#### Not Sure Where to Get That?

- For U.S. citizens
  - To obtain a birth certificate copy, please visit the CDC's [Where to Write for Vital Records](#) webpage for more information. When using this tool, please remember to follow the CDC's [Application Guidelines](#).
  - Need a replacement Green Card (Permanent Resident Card)? Visit the [U.S. Citizenship and Immigration Services website](#).
  - Have questions about your U.S. passport? Visit the [U.S. Department of State FAQs page](#).
- For non-U.S. citizens
  - Please contact the website or local office of your country's state department for further information on obtaining official documents.

As a reminder, the **age eligibility** is as follows:

- **Kindergarten:** Any student enrolling in kindergarten must be five (5) years old on or before September 1 in the school year for which you are enrolling.
- **High School:** Students who are 21 years of age or older by September 1st may not enroll in Collegiate Preparatory International Academy. A student who turns 21 during the school year may remain enrolled through the end of the year but will be ineligible for enrollment the following year.

## Important Documents



### Prior Academic Records

During the admissions process, the school representative works with families to place students in appropriate courses by reviewing provided academic information. All students will be asked to submit academic records for placement.

#### **Not Sure How to Get Your Child's Report Card or Transcript?**

If after attempting these steps you still cannot obtain your student's report card or transcript, please contact one of our admissions advisors at +1-866-409-1774 to discuss acceptable alternatives.

- **Report Card**
  - For students applying for kindergarten-ninth grade: Please submit a copy of the report card from the most recent school year.
  - For ninth grade enrollment, students are required to show evidence of successful completion of eighth-grade level coursework or the equivalent.
  - Students who are enrolling in tenth grade and above, and who have completed high school coursework, may transfer credits based on our Credit Transfer Policy. The school representative works with families to transfer credits for prior academic work based on transcripts and/or report cards submitted by the student during the admissions process by reviewing provided academic information.

The following items should be included on the report card:

- Student Name
- Grade Level
- School Year (example: 2019–20)
- School Name
- Grading Scale (example: 90–100%=A)

- **Unofficial Transcript**

For students applying for 10th–12th grade: Submit an unofficial transcript that includes the complete end-of-year grades from the prior school year and any academic documentation (such as a progress report/interim report, class schedule, or marking period/semester report card) issued for the prior school year. Additional documentation may be requested for placement.

The following items should be included on the unofficial transcript:

- Student Name
  - Grade Level
  - School Year (example: 2017–18)
  - School Name
  - Grading Scale (example: 90–100%=A)
  - Credits Earned
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- Contact your student's previous school and request the document, providing them with the information outlined above, OR contact your school's district office with the request.

### **Enrollment Notification and Request for Student Records Form**

- This form is used to request the student's records from their previous school
- This document is not sent to the school until the student is enrolled in Collegiate Preparatory International Academy.
- This document serves as formal notification that Collegiate Preparatory International Academy has enrolled this student for the indicated school year. It requests that the school release all official, cumulative school records for the student to Collegiate Preparatory International Academy.

### **Have Your Child(ren) Been Formerly Homeschooled?**

If your children are currently homeschooled, please complete the appropriate form for kindergarten-eighth or high school, plus the enrollment notification and request for student records form.

- **Prior Academic History Form**

For homeschooled students in kindergarten-eighth grade: Complete the Prior Academic History Form indicating what courses were completed through a homeschool curriculum.

- **High School Homeschool Credit Form**

For homeschooled students in ninth–12th grade: Complete the High School Homeschool Credit Form indicating any high school level courses completed through a homeschool curriculum.

- **Enrollment Notification and Request for Student Records Form**

For homeschooled students, this form is still required. There is a section for you to indicate that your student was previously homeschooled and that there is no previous public or private schooling within the last 12 months.

## **Ready to Apply? Registration Steps:**

1. Once you have all of the required documentation (outlined above), you are ready to proceed with private school admission at Collegiate Preparatory International Academy.
2. Fill out the Registration Form then fax, email or input on the LMS all the required documents.
3. An Enrollment Counselor will contact you and review the course options with you.

## **Problems or Questions?**

If you have any concerns or questions, our admissions advisors are here to help. **Please call us at +1-866-409-1774.**

*Collegiate Preparatory International Academy admits students and conducts all educational programs, activities, and employment practices without discrimination on the basis of sex, race, religion, age, national origin, ancestry, creed, sexual orientation, disability, or any other legally protected classification.*