



## 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. Once you have your documents ready, it's easy to create an account and complete the enrollment forms in Connexus®, our online system.

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

***Parental Involvement:***

Parents/guardians are an integral part of the Pearson Online Academy experience, particularly for students in grades K-8. That's why they are required to read, understand, and sign the Caretaker Agreement as part of the admissions process.

## What Documents to Have Ready

Please have the following documents available and ready to upload to Connexus:

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### REQUIRED DOCUMENTS

The documents below *are required* to enroll in online school at Pearson Online Academy. Please submit or transfer information for 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 (e.g., driver's license, green card, or 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 one of these documents, please contact our admissions advisors at +1-888-260-4159 or [INaCAadvisor@connectionseducation.com](mailto:INaCAadvisor@connectionseducation.com) 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 FAQ](#) page.

### **For non-U.S. citizens:**

- Please contact the website or local office of your country's state department for further information on attaining 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.
- **Upper School:** Students who are over 21 years of age by September 1 may not enroll in Pearson Online 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.

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## 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.

### **Report Card**

- For students applying for kindergarten–9th 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 have completed high school coursework may transfer credits based on Pearson Online Academy's 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: 2019–20)
- school name
- grading scale (example: 90%–100% = A)
- credits earned

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

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.

If after attempting these steps you still cannot obtain your student's report card or transcript, please contact one of our admissions advisors at +1-888-260-4159 to discuss acceptable alternatives.

## **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 Pearson Online Academy.
- This document serves as formal notification that Pearson Online 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 Pearson Online Academy.

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

If your child(ren) is currently homeschooled, please complete the appropriate form for kindergarten–8th grade or high school, plus the enrollment notification and Request for Student Records Form. These documents will be available to you in Connexus.

## **Prior Academic History Form**

For homeschooled students in kindergarten–8th 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 9th–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?**

Once you have all of the required documentation outlined above, you are ready to proceed with private school enrollment in Pearson Online Academy.

## **CONCERNS OR QUESTIONS?**

If you have any concerns or questions, our admissions advisors are here to help. Please call us at +1-888-260-4159.

*Pearson Online 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.*