

WEST OAKS ACADEMY

**STUDENT ENROLLMENT PROCESS
2020 -2021**

**Direct Enrollment Inquires to West Oaks Academy's Website
westoaksacademy.net**

Retrieve Online Enrollment Application via GRADELINK/Enroll me

**Call Parent to Set Up an Appointment for an Enrollment Interview
Parent & Student Must be Present**

Conduct Interview

**Arrange a 2nd Interview with Principal for any Student
with a Mckay Scholarship, IEP, or who has been Expelled from another
School and/or on Probation**

Identify Source of Enrollment

**Assist Parent with Step Up for Students Application
While on Campus if the Parent Needs Assistance**

**Establish a Specific Date To Follow Up with Parent to Determine if
Scholarship Application has been Submitted and Approved**

**Give Parent a Specific Date to Email or Drop Off
Scholarship Award Letter**

Immunization Records

Birth Certificate

Recent Physical Exam

Transcript

Last Report Card

Sports Physical if needed

**Driver's license, Car Registration and Insurance Information
if student drives a Car on Campus**

Obtain Parent's Photo ID

Collect Annual Curriculum Fee

**Direct Parent to Submit OnLine Transportation Request Form
if Student needs Transportation to/ from School**

Develop Bus Routes and Schedules

**Deliver Student Enrollment Contract and Supporting Documents
to Main Building for Student File**

Enroll Student into GRADELINK

Tag each Student's Scholarship Source in GRADELINK

**File All Student Records in a Secure Location to
Meet Accreditation Requirements**