



## **RE-ENROLLMENT PROCEDURE**

### **Applications for Re-Enrollment**

To receive an application for re-enrollment, a student must be currently enrolled in Explore Knowledge Academy. **Re-enrollment Packet** will be completed and submitted to the Registrar. The enrollment packet will consist of a Registration Form (which will include all pertinent data the charter school will be required to report such as previous school information, etc.), Health Card, Emergency Card, Network Access form, Code of Honor, Educational Involvement Accord and the FERPA Notice.

### **Proposed Dates of Enrollment**

Re-enrollment for the fall term of each year will begin in January of each year and runs for a two (2) week period. After the deadline, currently enrolled students will follow the general enrollment procedures. If the school reaches capacity, a waiting list will be compiled of all students who have completed an enrollment package.

### **Online Registration**

All new and returning families will register using the online registration system. Registration will be completed through the Parent Portal Account.

### **Fees**

All families will be asked to supply at least one computer in the home with access to the Internet. Families of students in grades K-12 will be asked to contribute to a technology fund. This fee will not exceed \$50/year per student.

Other potential fees for students are the costs of cultural events (such as museums, plays, and concerts), costs of special PE activities or transportation to PE activities, a community service fee (which will depend on the type of community service the student chooses), internship fees (to cover liability insurance or costs of training), or costs of specific tools or materials required to complete a project. Participation in these activities would be optional and will not exceed actual cost as determined by the vendor.

EKA shall notify students/parents of possible fees prior to re-enrollment. A fee schedule will be prepared on a yearly basis for distribution to students and parents prior to re-enrollment. Family or community donations for special activities scheduled by the charter school may be accepted by the Board of Trustees. EKA shall offer assistance when available to students and scholarships for all required equipment, materials, and special activities for any student who cannot afford the fees and wishes to apply for assistance.