

Inspire Charter Schools Enrollment Process With Partnerships

Inspire uses the School Pathways system for enrollment. We want to ensure strong and open communication between all Enrollment Specialists, Partnership Leaders, and ICS Directors. Processes established, understood, and implemented between ICS and its Partnerships are crucial to making enrollment a success for all stakeholders involved. Any nuances for the two major grade level (TK8 and HS) enrollments need to be discussed and agreed upon between ICS and its Partnerships.

Partnerships Enrollments Process and Systems

Moving forward there will be one process for enrolling ICS Partnership students and that is from the “front end” of School Pathways, REG-Online. The online enrollment application is housed on our school website, www.inspireschools.org. Enrollment is divided into two regions: North and South. Please be sure to enroll through the correct region.

Here are the direct links based on county:

- Los Angeles, Ventura, San Bernardino & Kern:
<http://tinyurl.com/InspireEnrollNow-North>
- San Diego, Orange County, Riverside, & Imperial:
<http://tinyurl.com/InspireEnrollNow-South>

The process is straightforward and consists of the following:

1. Parent and student basic information;
2. Completed and signed documents for Enrollment Certification, NSLP Agreement (family’s household size and income), and Special Education Agreement;
3. Uploads of a legitimate birth certificate (**not** registration form or letter), legitimate proof of residence (ex: full utility or phone bill with actual address), and immunization record.
4. Upload of the Partnership Certificate to indicate that the student belongs to a particular program (or they will be imported as Inspire student).
5. Upload of IEP or 504 documents, if any.
6. Upload of official transcript for *high school only*.
7. Completion of the Master Agreement signed and dated.
 - a. Parents must sign the MA first before the teacher can sign. The date should be the same as the date the parents sign. So it is extremely important for teachers to make sure they sign the same day as the parents.
 - b. If the parent signature date occurs *before* the actual start date of the desired track, then the “enrollment date” for the student is officially on the first day of the desired track and that is the date inputted into School Pathways.
 - c. If the signature date occurs after the actual start date of the desired track, then the last signature date will be the “enrollment date” inputted into School Pathways.
8. Verify the Master Agreement is signed; The MA will be uploaded or archived depending on how it is distributed.

To ensure smooth and successful enrollment for all ICS Partnership families, there is one **non-negotiable item**: All applications and required supporting enrollment documents are needed for the student to be imported into School Pathways. If any required documents, including IEP's or official high school transcripts, are not complete or present during time of enrollment, then families will not be imported for enrollment. Please ensure all documents are present at the time of registration before entering the student onto REG-Online. Not doing so will cause a delay in enrollment and curriculum orders.

Students with an IEP will need to conference with our special education team upon receipt of the IEP in order to assess the child's needs and whether Inspire is the right choice for the family. We want ensure that all students are set up for success and that Inspire is the proper educational setting for them.

TK8

1. Families have all pertinent enrollment information and documentation
2. Upload all documents on Step 3 including IEP, if applicable
3. Remind families of the importance of the Partnership Enrollment Certificate

High School

1. Families have all pertinent enrollment information and documentation
2. All transcripts must be given to the HS counselor (unless your partnership specifies you do not need our counseling services) for the creation of an Individual Graduation Plan and a Master cover sheet that contains classes the student will take for the year.
3. The enrollment process may be delayed without an official transcript
4. Upload all documents on Step 3 including IEP, if applicable.

Systems that the assist enrollment process are

1. School Pathways REG-Online
2. Google Drive documents to keep track of Partnerships active and withdrawn students
3. Google spreadsheet from Inspire to keep track of students enrolling in different tracks.