



WISCONSIN
VIRTUAL ACADEMYSM



Steps to Enroll

❑ 1. State Open Enrollment Form

Complete the Wisconsin Department of Public Instruction's (DPI) Open Enrollment form either online or via paper application during the designated window:

February 6 through 4:00 PM on April 30, 2012.

❑ 2. Open Enrollment Acceptance

Once your Open Enrollment application has been reviewed, we will notify you by **June 8, 2012** if your Open Enrollment application is approved according to Wisconsin Open Enrollment requirements. We will also send you additional enrollment information and instructions at that time. Your student's enrollment will need to be completed online and the requested documents submitted as instructed.

**This step is separate from the state Open Enrollment Process (Step 1 above) and is necessary to successfully enroll in our school.*

❑ 3. Intent to Enroll Form

An Intent to Enroll form will also be sent to you if your Open Enrollment application is approved. This form will need to be returned by **June 29, 2012** and will serve as your notification to WIVA that your student(s) will be attending our school for the 2012–2013 school year.

❑ 4. Getting Started

• Materials

Once your enrollment is approved, materials will be shipped to you before your student's first day of school.

• Orientation

Please plan to attend a live Parent Orientation or other event in your area before school starts. Visit K12.com/wiva for a full listing of events in your area. For students in grades K–8, your first ten days of school will include other required online orientation sessions. These online sessions are designed to help parents and students become better acquainted with the school, teachers, and the K¹² curriculum, and to assist with a successful start of the year.

• Teacher Assignment

Your teacher will contact you before the first day of school. This contact may be via e-mail or phone, and/or you may be invited to a new family event to meet your teacher.

Questions? Call toll free 866.339.9912