

Enrollment Checklist



Enrollment for the 2023–2024 school year is now open! Follow the steps below to enroll your student. Enrollment consultants at the K12 Enrollment Center are available to assist you throughout the process at **877.463.6198**.

1. Your first step in the enrollment process is to **submit the “Declaration of Intent” form**. This form puts your student on our waitlist. You can access the form in Step 1 of [6 Steps to Enroll](#).
2. Next, if you haven’t done so already, **set up your “Parent Portal” account** and complete an enrollment application. You can access the Parent Portal in Step 2 of [6 Steps to Enroll](#).
3. **When a seat becomes available** during our enrollment cycles, **the school registrar will contact you directly** by phone and/or email. It is important that you keep your contact information up to date. If a seat is not available, you will be notified via email.
4. **If you are offered a seat**, you will receive an email with a link to **complete your “Commitment to Enroll” form**. This begins your process to enroll at MEVA and acts as a promissory note that **you are committed to finalizing your enrollment with us for the 2023–2024 school year**. (*Military families, migrants, and McKinney Vento-qualifying students should contact the school at 207.613.8900 or mcrosby@mainevirtualacademy.org for ease of access as outlined in federal and state policies.*)
5. Once we receive your Commitment Form, you will be required to **submit enrollment documents** to finalize your student’s enrollment. Your Parent Portal account will become active, and you will then be able to upload pictures/scans of your documents in the portal.

Documents to be uploaded into the Parent Portal are:

- a. **Proof of Age** (*typically a student’s birth certificate*)
- b. **Proof of Guardianship**
If parent/guardian names differ on the birth certificate from the student, or parents’ names differ from each other, additional paperwork may be required. In that case, a marriage license or divorce decree, legal guardianship court documentation, adoption paperwork, and/or foster placement letter will need to be provided.
- c. **Proof of Immunizations**
As of Sept 1, 2021, the State of Maine made it mandatory for all public school students, including charters and virtual charters, to comply with the new regulations. Students not current on childhood vaccines may not be eligible to enroll at MEVA. Certain exemptions may apply. For more information on state school immunization requirements, please visit: [State of Maine Immunization Requirements for School Children](#).
- d. **Proof of Maine Residency** (*a lease, mortgage, tax bill, or utility bill within the last 30 days*)
- e. **Migrant Survey & Language Survey**
- f. **Economic Status Form**
- g. **Transcript from previous/current school or report card**
- h. **Release of Records Form**
- i. **Any Special Programs documentation that is relevant to your student**. This information will help us provide proper accommodations and program placement (IEP, 504 Plan, Evaluations, Gifted & Talented, ESL/ELL Services).

Note: If you are struggling with uploading documents to the Parent Portal, please contact the school for alternative methods at 207.613.8900 x 2000 or mcrosby@mainevirtualacademy.org.

6. When all forms have been submitted, the school registrar will contact you. **Once your student’s enrollment has been accepted and approved, you will receive a welcome email with next steps**, including onboarding information and a survey.

Good luck, and we hope to see you at Maine Virtual Academy (MEVA) soon!