

# BACK~TO~SCHOOL GUIDE

## NEW STUDENTS



### STUDENT ACCOUNTS

Students who have enrolled (via the online [enrollment form](#)) have an Explore Academy account set up. Students will use this account to login to Explore Academy resources. If you have lost your login info or need a password reset, just [email](#) us.

### PLACEMENT TESTS/SCHEDULING HELP SESSIONS

For the final Mondays of the summer (7/31, 8/7), from 9am to 12pm, we will be holding placement tests and scheduling help sessions at school. The school is open for kids to come in on a walk-in basis.

For students coming in with credit for Algebra I, English 9, and/or English 10, we will require they take a placement test for appropriate placement in our curriculum. Students *will not* lose credits for these classes even if they place below level in any of those areas (credits will be moved to our elective category).

Alternatively, for incoming freshmen that want to attempt to test out of some of our 100-level seminars in math, science, or English, please reach out to me directly and we will schedule a time in July for students to take as many placement tests as they would like.

### FRESHMEN SCHEDULING

Terms 1 to 4 will be scheduled for freshmen, although freshmen will have the choice on which elective they take for the first four terms. Freshmen can click [this link](#) to register for their elective. For terms 5-8, freshmen will schedule their classes beginning August 2<sup>nd</sup> with the assumption that they pass 100-level classes in terms 1-4.

### DOCUMENTS FOR ENROLLMENT

To complete the enrollment process, families will need to provide the following documents to finalize enrollment, as required by law:

- Birth certificate (copy)
- Updated immunization records
- Transcripts (if transferring from another high school)
- IEP (if applicable – please email them directly to our special education director, Ms. Daniele Knee: [knee@exploreacademy.org](mailto:knee@exploreacademy.org))

**TRANSCRIPTS**

For those students with high school credits to transfer, or incoming freshmen with Algebra from 8<sup>th</sup> grade, please send us a snapshot of a transcript or report card in order to create a credit analysis. This will allow students to see what credits they have prior to scheduling classes. If you have done this and have not received a link to your credit analysis please [email us](#).

We will need to request official transcripts from the previous schools once the school year starts.

**ORIENTATION**

As we move into August, we will be holding an orientation event for new students where they can come to know our Explore Academy system to a greater level, and to meet other new students in the process. Orientation is scheduled for Tuesday, August 8<sup>th</sup> at 12pm (noon).

**CHROMEBOOK**

It's also time to start ordering Chromebooks. As we've stated, every student will need a Chromebook as part of their enrollment at Explore Academy. We recommend families read review on sites like Amazon.com before purchasing. If you need any recommendation, please feel free to email me or our IT director, Mr. Ramsey ([ramsey@exploreacademy.org](mailto:ramsey@exploreacademy.org)).