










BEFORE STARTING COURSES

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Step	Date	Required	Details	Get Started
Submit the Re-Enrollment Form	As early as February	Required	Parents need to submit the Enrollment Form for each new student.	
Complete the Admissions Steps	As soon as possible after your student is done at their previous school	Required	<p>Details will be provided to you via email, but may include:</p> <ul style="list-style-type: none"> • Sending Enlightium’s Admissions team the student’s most recent report card or transcript • Completing the entrance assessments • Providing documentation such as verification of the student’s birthdate 	
Download the Enlightium Parents app	Immediately after enrolling	Required	<p>The Enlightium Parents App is a mobile application primarily for use by parents, guardians, and financial contacts of students currently enrolled at Enlightium Academy.</p> <p>At least one parent per household is required to have an account and check it weekly.</p>	
Ensure You’re in the Right Groups in the App	Immediately after enrolling	Required	<p>Ensure you’re in the following groups in the Enlightium Parents app:</p> <ol style="list-style-type: none"> 1. Your student’s grade level group (ex: 5th Grade); you will be automatically updated to the next grade level each July. 2. Your state or country group (ex: Texas). 3. Your student’s program: The Online Program. 	





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Step	Date	Required	Details	Get Started
Download and Print the School Calendar	After enrolling	Required	Parents or students need to download the Online Program printable school calendar. It is recommended to print one calendar for each student's workstation and for your fridge.	
Review Your State's Requirements	Within a month of enrolling	Required	Parents need to review their state's or country's online learning requirements. You can use Enlightium's state blogs as a starting point. Enlightium provides several resources to assist your family with this process, such as providing verification of enrollment, standardized assessments, and specific core courses.	
Review Emails from the Billing Department	1 week - 2 months after submitting the enrollment form	Required	Parents need to review an email from the Billing Department concerning the tuition balance due. There will be one email per student, with additional emails if the student has a non-standard course schedule. Parents can reply to that email if they have any questions or would like to make a request.	





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Step	Date	Required	Details	Get Started
Confirm the Student's Schedule	Leading up to your student's start date	Required	<p>Parents AND students need to review all counselor correspondence related to their schedule for the year. If any questions arise, please reach out to your student's counselor. If in high school, the schedule must be confirmed.</p> <p>In the Online Program, the date in which the student's schedule is generally sent is based on when the enrollment form is submitted. In most cases, the earlier the enrollment form is submitted, the earlier the schedule is provided.</p>	
Review Technical Requirements and Recommendations	Prior to starting courses	<i>Optional</i>	<p>Parents and students should ensure that their student's computer is ready for the school year. This includes:</p> <ul style="list-style-type: none">Reviewing best computer practicesUpdating the operating system and browsersPurchasing new hardware if needed	
Sync Enlightium's Google Calendar	After enrolling	Recommended	Parents or students can sync Enlightium's Google calendar with their digital calendar. Enlightium's Google Calendar shows additional events such as social and spiritual offerings.	
Follow Enlightium on Social Media	Anytime	Highly Recommended	We use these sites to promote events, provide helpful information, and share family testimonies and other encouraging content. Platforms include Youtube, Facebook, Instagram, and LinkedIn.	





IMMEDIATELY BEFORE STARTING COURSES






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Step	Date	Required	Details	Get Started
Complete the Parent Orientation	August 1 st or as soon as possible if enrolling after August 1	Required	Parents need to complete the Parent Orientation. The Parent Orientation is a video series found in the Enlightium Parents app. It is updated annually to provide the latest updates and offerings.	
Review the Scope and Sequence	August 1 st or as soon as possible if the course schedule is received after August 1	Required	Parents and students need to review the student's Scope and Sequence. For each course you will find: <ol style="list-style-type: none">1. A description for each course - this can be used if you need to provide a description to your state.2. Supply lists for each course, if applicable - these should be downloaded and/or printed.3. Project Forecasts for each course, if applicable - these should be downloaded and/or printed.	
Watch the Open House video and Q&A Panel	Mid-August or as soon as possible if enrolling after mid-August	Highly Recommended	Parents and students can watch the Open House video and attend the Questions and Answers Panel. Enlightium's leadership team will answer any questions that Enlightium families have ahead of the school year. Recordings will be available on the knowledge base and the Enlightium Parents app.	
Complete the Student Orientation	August 15 th or as soon as possible if enrolling after August 15	Required	Students need to complete the Student Orientation. The Student Orientation is a course found in Ignitia. It is updated annually to provide the latest updates and offerings.	

IMMEDIATELY BEFORE STARTING COURSES






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Step	Date	Required	Details	Get Started
Review the Family Handbook	August 1 st or as soon as possible if enrolling after August 1	Highly Recommended	<p>Parents and older students can review the Family Handbook.</p> <p>Download and set up a plan to review over time the Family Handbook, as it contains detailed information concerning tuition, truancy policies, and more.</p>	
Bookmarking Important Websites	August 15 th or as soon as possible if enrolling after August 15	Required	<p>Students should bookmark the following websites:</p> <ul style="list-style-type: none">• Ignitia• Livebinder• Any other site as indicated by their counselor, teachers, or other staff members	
Create a Learning Environment	Prior to starting courses	Optional	<p>Parents and students should fine-tune their student's learning environment. This includes:</p> <ul style="list-style-type: none">• Ensuring proper lighting• Finding the right desk and chair• Setting up a calendar	
Run for Student Council	August	Optional	<p>Students in grades 6-12 can run for a position within the Student Council. Details are provided on the Enlightium Parents app.</p>	





Step	Date	Required	Details	Get Started
Check Your Inbox for Login Credentials	Around the student's start date	Required	Login credentials and other vital emails will be sent to your family around the student's start date. You can reply to those emails if you have any questions or concerns.	
First Day of School Photos	Your student's start date	Recommended	Join the tradition and post a photo on the Enlightium Parents app of your student on their first day of classes.	
Review Enlightium's Spiritual Offerings	Anytime in August or later if enrolling after August	Recommended	Write down the dates for this year's: <ul style="list-style-type: none"> • Bible Studies: 1-2 times each month • Student chapels: Once per month • Virtual retreats: Once per year 	
Vote for the Student Council Members	September	Recommended	A one-week voting window is launched each September. All students can vote for their Student Council members.	
Sign Up For a Social Opportunity or Submit Opt Out Form	Mid-September or later if enrolling after Mid-September	Required	Parents can register their student for a club during Student Social Week. Alternatively, parents can opt their student out of a social event. Parents can find information about each club and register their student for one by opening the Enlightium Parents app, clicking on the menu icon, and then clicking on "Social".	

Step	Date	Required	Details	Get Started
Submit a Yearbook Photo	Quarters 1-3	Recommended	Parents can submit a photo for the school year's yearbook. No submissions during the 4th quarter or summer can be accepted	
Participate in Public Events	Anytime	<i>Optional</i>	Students can reach out to Enlightium's team to participate in Student Chapels and Virtual Retreats. Email t.cook@enlightiumacademy.com to see what's available.	
Submit a Graduation Ceremony Photo	Quarters 1-3	Recommended	Students in the following grades will have ceremonies, and parents can submit photos for the events: <ul style="list-style-type: none"> • Grade 12 • Grade 8 • Grade 5 • Kindergarten 	
Participate in a Student Council Event	Quarter 1	Recommended	Students can participate in a Student Council event. Details are provided through the standard communication channels.	
Watch the Spiritual Awareness Week Videos	Mid-October or later if enrolling after Mid-October	Recommended	Parents and students view Spiritual Awareness Week videos. These videos provide information about the various spiritual offerings provided by Enlightium and how students and their families can participate.	







QUARTER 2

Step	Date	Required	Details	Get Started
Catch Up or Work Ahead	December and January	Recommended	<p>Students can use the holiday season to catch up or work ahead.</p> <p>Students will have access to Ignitia, and no new work will be assigned. Students can use these days wisely to improve their progress in their courses.</p>	
Submit a Yearbook Photo	Quarters 1-3	Recommended	<p>Parents can submit a photo for the school year's yearbook. No submissions during the 4th quarter or summer can be accepted.</p>	
Participate in a Student Council Event	Quarters 2	Recommended	<p>Students can participate in a Student Council event. Details are provided through the standard communication channels.</p>	
Submit a Graduation Ceremony Photo	Quarters 1-3	Recommended	<p>Students in the following grades will have ceremonies, and parents can submit photos for the events:</p> <ul style="list-style-type: none">• Grade 12• Grade 8• Grade 5• Kindergarten	
Submit the Social Satisfaction Survey	Anytime	<i>Optional</i>	<p>Students and parents can submit a mid-year survey to let the team know how your family is enjoying their social club.</p>	

QUARTER 3

Step	Date	Required	Details	Get Started
Watch the New Theology in Action Series	Typically in Quarter 3	Highly Recommended	Each year a new Theology in Action video series is released. Parents are encouraged to gather the family around, watch the videos, and discuss them with their children.	
Submit a Yearbook Photo	Quarters 1-3	Recommended	Parents can submit a photo for the school year's yearbook. No submissions during the 4th quarter or summer can be accepted.	
Participate in a Student Council Event	Quarters 3	Recommended	Students can participate in a Student Council event. Details are provided through the standard communication channels.	
Submit a Graduation Ceremony Photo	Quarters 1-3	Recommended	Students in the following grades will have ceremonies, and parents can submit photos for the events: <ul style="list-style-type: none"> • Grade 12 • Grade 8 • Grade 5 • Kindergarten 	

QUARTER 4 AND SUMMER

Step	Date	Required	Details	Get Started
Recommend a New Social Club	Quarter 4	Optional	Students and parents can submit an idea for a new social opportunity to be available at Enlightium for the upcoming school year.	
Register for and take a Standardized Assessment	Late April or Early May	Optional	Students in grades 3-8 can participate in Enlightium's annual standardized assessments. If your state requires a standardized assessment, the Iowa Complete should fulfill that requirement.	
Participate in a Student Council Event	Quarter 4	Recommended	Students can participate in a Student Council event. Details are provided through the standard communication channels.	
Order Your Yearbook	4th Quarter	Optional	Place an order to receive your yearbook in the mail.	
Join the Ceremonies	4th Quarter	Optional	Students in grade 8, grade 5, and kindergarten will have a virtual graduation ceremony.	
Watch the Graduation Ceremony	Mid-June	Optional	Enlightium hosts an in-person graduation ceremony each year. Seniors are not required to attend to graduate. All Enlightium families are invited to attend in person or to view a live stream.	
Participate in a Student Council Event	Summer	Recommended	Students can participate in a Student Council event. Details are provided through the standard communication channels.	