

Once a Year

- ☐ Submit the Enrollment Form
- ☐ Complete the Admissions Steps
- ☐ Review Your State's Requirements
- ☐ Download the Enlightium Parents App
- ☐ Ensure You're in the Right Groups in the App
- ☐ Download and Print the School Calendar
- ☐ Explore the Customer Portal
- ☐ Sync Enlightium's Digital Calendar
- ☐ Review the Family Handbook Including the Sapphire Addendum
- ☐ Review Sapphire Live Technical Requirements and Recommendations
- ☐ Complete the Parent Orientation
- ☐ Review the Scope and Sequence
- ☐ Download and Print any Supply Lists
- ☐ Download and Print any Project Forecasts
- ☐ Participate in the Sapphire Family Conference
- ☐ Confirm the Student's Schedule
- ☐ Watch the Open House video and Q&A Panel
- ☐ Create a Learning Environment
- ☐ Follow Enlightium on Social Media
- ☐ Review Emails from the Billing Department
- ☐ Set Up Your Student Email
- ☐ Complete the Student Orientation
- ☐ Submit a Photo for the Yearbook, a Student ID, and/or the Graduation Ceremony
- ☐ Order Your Yearbook

Quarter 1

- ☐ Check Your Inbox for Credentials
- ☐ Bookmark the Virtual Campus
- ☐ Post First Day of School Photos on the App
- ☐ Vote for the Student Council Members
- ☐ Watch the Spiritual Awareness Week Videos
- ☐ Sign Your Student Up For a Social Opportunity

Quarter 2

- ☐ Participate in the Quarter 2 Student Council Event
- ☐ Participate in Parent-Teacher Conferences
- ☐ Submit the Social Satisfaction Survey

Quarter 3

- ☐ Watch the New Theology in Action Series
- ☐ Participate in the Quarter 3 Student Council Event

Quarter 4

- ☐ Recommend a New Social Club
- ☐ Register for and take a Standardized Assessment
- ☐ Participate in the Quarter 4 Student Council Event
- ☐ Join the Kindergarten, 5th Grade, and 8th Grade Ceremonies

Summer

- ☐ Watch the 12th Grade Graduation Ceremony
- ☐ Run for Student Council (Grades 6-12)
- ☐ Participate in the Summer Student Council Event



ONCE A YEAR

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Assignee	Step	Date	Required	Details	Get Started
Parent	Submit the Enrollment Form	As early as February	Required	Parents need to submit the Enrollment Form for each new student.	Visit www.enlightiumschool.com/live
Parent	Complete the Admissions Steps	Once your student is done at his or her previous school	Required	Details will be provided to you via email.	On the Knowledge Base [^] , search "Admissions Process for New Families"
Parent	Review Your State's Requirements	Within One Day of Enrolling	Required	Parents need to review their state's or country's online requirements.	On the Knowledge Base [^] , search for your state or country.
Parent	Download the Enlightenment Parents app	Within One Day of Enrolling	Required	The Enlightenment Parents app is a mobile application primarily for use by students' parents/guardians. At least one parent per household is required to have an account and check it weekly.	On the Knowledge Base [^] , search "Enlightium Parents app"
Parent	Ensure You're in the Right Groups in the App	Within One Day of Enrolling	Required	<p>Ensure you're in the following groups in the Enlightenment Parents app:</p> <ol style="list-style-type: none"> 1. Your student's grade level group (ex: 5th Grade) 2. Your state or country group (ex: Texas). 3. Your student's program: The Sapphire Live Program 	Search for these groups in the app

[^]You can find the Knowledge Base at <https://support.enlightiumacademy.com>.



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Assignee	Step	Date	Required	Details	Get Started
Parent and Student	Download and Print the School Calendar	Within One Day of Enrolling	Required	Parents or students need to download the Sapphire Live Program printable school calendar. It is recommended to print one calendar for each student's workstation and for your fridge.	On the Knowledge Base^, search "School Calendar"
Parent	Explore the Customer Portal	Within 30 Days of Enrolling	Required	With the Customer Portal, your family will be able to see students' grades and progress, update payment methods, and more.	In the app, click on the menu and then "Customer Portal"
Parent and/or Student	Sync Enlightenment's Digital Calendar	Within 30 Days of Enrolling	Recommended	Parents and students can sync Enlightenment's Google calendar with their digital calendar. Enlightenment's Google Calendar shows additional events such as social and spiritual offerings.	On the Knowledge Base^, search "Digital Calendar"
Parent and Older Students	Review the Family Handbook Including the Sapphire Addendum	Within 30 days	Highly Recommended	Parents and older students should review the Family Handbook for detailed information concerning tuition, truancy policies, and more.	On the Knowledge Base^, search "Family Handbook"
Parent and Student	Review Sapphire Live Technical Requirements and Recommendations	Leading up to your student's start date	Optional	Parents and students should ensure that their computer is ready for the school year.	On the Knowledge Base^, search "Technical Requirements"

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Assignee	Step	Date	Required	Details	Get Started
Parent	Complete the Parent Orientation	August 1st*	Required	Parents need to complete the Parent Orientation, which is a video series found in the Enlightium Parents app.	In the app, click on the menu and then "Parent Orientation"
Parent and Student	Review the Scope and Sequences	August 1st*	Required	Parents and students need to review the student's Scope and Sequence. For each course, you will find a description for each course. This can be used if you need to provide a description to your state.	On the Knowledge Base^, search "Scope and Sequence"
Parent and Student	Download and Print any Supply Lists	August 1st*	Recommended	Supply lists inform parents/guardians of all required purchases for each course, if applicable	On the Knowledge Base^, search "Supply Lists"
Parent and Student	Download and Print any Project Forecasts	August 1st*	Recommended	Project Forecasts inform families of upcoming projects, including the approximate difficulty and time commitment for each project.	On the Knowledge Base^, search "Project Forecasts"
Parent and Student	Participate in the Sapphire Family Conference	Leading up to your student's start date	Required	The Family Conference is the first step in cultivating this relationship. Sapphire Live teachers, the student, and their parents/guardians meet via Zoom to open the lines of communication inherent to teamwork.	Check your inbox for an email from the Sapphire Coordinator.

*Or as soon as possible if enrolling after August 1.

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Assignee	Step	Date	Required	Details	Get Started
Parent and Student	Confirm the Student's Schedule	Leading up to your student's start date	Required	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.	Check your inbox for emails from the counselor.
Parent and Student	Watch the Open House video and Q&A Panel	Leading up to your student's start date	Highly Recommended	Enlightium's leadership team will present what to expect for the school year and answer any questions that Enlightium families have.	On the Knowledge Base [^] , search "Annual Open Houses for Currently Enrolled Families"
Parent and Student	Create a Learning Environment	Prior to starting courses	Optional	Parents and students should fine-tune their student's learning environment. This includes ensuring proper lighting, finding the right desk and chair, and setting up a calendar.	On the Knowledge Base [^] , search "Creating a Learning Environment Blogs"
Parent and Student	Follow Enlightium on Social Media	Prior to starting courses	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.	On the Knowledge Base [^] , search "Social Media"
Parent	Review Emails from the Billing Department	As they are received	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.	Check your inbox for "Billing"

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Assignee	Step	Date	Required	Details	Get Started
Parent or Older Students	Set Up Your Student Email	Once notified	Required	Students have a unique school email address. This email needs to be set up to receive notifications of school events.	On the Knowledge Base [^] , search "School Email Account"
Student	Complete the Student Orientation	As credentials are received	Required	Students need to complete the Student Orientation in Canvas. It is updated annually to provide the latest updates and offerings.	Search for the Student Orientation in Canvas.
Parent	Submit a School Year Photo	Before the end of the 3rd Quarter	Recommended	Parents can submit a photo for the school year's yearbook, student ID card, and/or for a graduation slideshow, if applicable.	Check your inbox for "Photo"
Parent	Order Your Yearbook	Before the end of the 3rd Quarter	Optional	Place an order to receive your yearbook in the mail.	Check your inbox for "Yearbook"

[^]You can find the Knowledge Base at <https://support.enlightiumacademy.com>.



QUARTER 1

Assignee	Step	Date	Required	Details	Get Started
Parent	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.	Check your inbox for "Login"
Parent and Student	Bookmark the Virtual Campus	The first day of school	Required	The Virtual Campus is the starting page for courses each school day. It includes links to the learning platform and other valuable pages.	On the Knowledge Base [^] , search "Virtual Campus"
Parent	Post First Day of School Photos	The first day of school**	Recommended	Join the tradition and post a photo on the Enlightium Parents app of your student on their first day of classes.	In the app, go to your student's grade level group and post
Student	Vote for the Student Council Members	Early September	Recommended	A one-week voting window is launched each September. All students can vote for their Student Council members.	Check the student's school email account
Parent and Student	Watch Spiritual Awareness Week Videos	September**	Recommended	Learn more about Enlightium's spiritual offerings, and write down the dates for this year's Bible studies, student chapels, and virtual retreats.	Check the Enlightium Parents app and the student's school email account
Parent	Sign Your Student Up For a Social Opportunity	Late September**	Highly Recommended	Parents can register their students for a club during Student Social Week. Alternatively, parents can opt their student out of a social event.	Check the Enlightium Parents app and the student's school email account

**Or within 30 days if enrolling mid-school year

[^]You can find the Knowledge Base at <https://support.enlightiumacademy.com>.

QUARTER 2

Assignee	Step	Date	Required	Details	Get Started
Student	Participate in a Student Council Event	Quarter 2	Recommended	Students can participate in a Student Council event. Details are provided through the standard communication channels, such as email and the app.	Check the student's school email account
Parent and Student	Participate in Parent-Teacher Conferences	Quarter 2	Recommended	Details will be provided via email ahead of the conferences.	Check your inbox for details.
Parent and Student	Submit the Social Satisfaction Survey	Quarter 2	Optional	Students and parents can submit a mid-year survey to let the team know how your family is enjoying their social club.	Check the Enlightium Parents app and the student's school email account

^You can find the Knowledge Base at <https://support.enlightiumacademy.com>.





QUARTER 3

Assignee	Step	Date	Required	Details	Get Started
Parent and Student	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.	Check the Enlightium Parents app and the student's school email account
Student	Participate in a Student Council Event	Quarter 3	Recommended	Students can participate in a Student Council event. Details are provided through the standard communication channels, such as email and the app.	Check the student's school email account

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QUARTER 4

Assignee	Step	Date	Required	Details	Get Started
Parent and Student	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.	Check the Enlightium Parents app and the student's school email account
Parent and Student	Register for and take a Standardized Assessment	Late April or Early May	Depends on your state or country	Students in grades PreK-8 can participate in annual standardized assessments. This should be completed if your state requires a standardized assessment.	Check your inbox for "Assessment"
Student	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, such as email and the app.	Check the student's school email account
Parent and Student	Join the Ceremonies	Quarter 4	Optional	Students in grade 8, grade 5, and kindergarten will have a virtual graduation ceremony.	Check the Enlightium Parents app and the student's school email account

^You can find the Knowledge Base at <https://support.enlightiumacademy.com>.





Enlightium Academy

THE SAPPHIRE LIVE PROGRAM

New Student Checklist

SUMMER

Assignee	Step	Date	Required	Details	Get Started
Parent and Student	Watch the 12th Grade Graduation Ceremony	June	Optional	Enlightium hosts an in-person graduation ceremony each year. Seniors are not required to attend to graduate. All Enlightenment families are invited to attend in person or to view a live stream.	Check the Enlightenment Parents app and the student's school email account
Student	Participate in a Student Council Event	Summer	Recommended	Students can participate in a Student Council event. Details are provided through the standard communication channels.	Check the student's school email account
Student	Run for Student Council	Summer	Optional	Students who will be in grades 6-12 for the upcoming school year can run for the Student Council. Details are provided via email and in the app.	Check the student's school email account

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