











## BEFORE STARTING COURSES



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Step	Date	Required	Details	Get Started
Submit the 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"><li>• Sending Enlightenment's Admissions team the student's most recent report card or transcript</li><li>• Completing the entrance assessments</li><li>• Providing documentation such as verification of the student's birthdate</li></ul>	
Ensure You're in the Right Groups in the App	Immediately after enrolling	Required	<p>Ensure you're in the following groups in the Enlightenment Parents app:</p> <ol style="list-style-type: none"><li>1. <b>Your student's grade level group</b> (ex: 5th Grade); you will be automatically updated to the next grade level each July.</li><li>2. <b>Your state or country group</b> (ex: Texas).</li><li>3. <b>Your student's program:</b> The Online Program.</li></ol>	

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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.	
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.	
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.	

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<p><b>Confirm the Student's Schedule</b></p>	<p>Leading up to your student's start date</p>	<p><b>Required</b></p>	<p>The schedule will be sent via email. Parents AND students need to review and confirm the student's schedule upon receipt. Schedules are shown in Pacific Standard Time, please adjust for your timezone. Please review the schedule to ensure it works for your family, as attendance is required. For questions about the core courses of ELA, Bible, history, science, and math, contact your Sapphire Live teachers. For questions about electives, please contact your student's counselor.</p> <p>Your student needs to complete the previous school year before a counselor can begin working on their course schedule for the upcoming school year.</p>	
<p><b>Review Technical Requirements and Recommendations</b></p>	<p>Prior to starting courses</p>	<p><i>Optional</i></p>	<p>Parents and students should ensure that their student's computer and workstation are ready for the school year per the Sapphire Live Technical Requirements. This includes:</p> <ul style="list-style-type: none"> <li>• Reviewing best computer practices</li> <li>• Having reliable high-speed internet</li> <li>• Owning a webcam, microphone, and a printer with ink and paper.</li> <li>• Ensuring that Chrome is installed, is set as the default browser, and that the browser sync is on.</li> <li>• Ensuring that Chrome is signed in with ONLY the school email account; otherwise, it may default to a personal email which causes many technical issues during class.</li> <li>• Ensuring students have scanning capabilities.</li> </ul>	




## IMMEDIATELY BEFORE STARTING COURSES






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Step	Date	Required	Details	Get Started
Sapphire Family Conference	Watch for an email invitation with a link to schedule the conference	Required	Sapphire is a unique teaching and learning environment dependent upon solid connections between and among teachers, learners, and parents/guardians. The Family Conference is the first step in cultivating this relationship. Sapphire teachers, the student, and their parents/guardians meet via Zoom to open the lines of communication inherent to teamwork.	
Review the Scope and Sequence	August 1 <sup>st</sup> 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.	
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 attend the Sapphire Live Open House and Questions and Answers Panel. Enlightium's leadership team will answer any questions that Enlightenment families have ahead of the school year. Recordings will be available on the knowledge base and the Enlightenment Parents app.	
Complete the Student Orientation	August 15 <sup>th</sup> or as soon as possible if enrolling after August 15	Required if applicable	If they are taking an elective in Ignitia, 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 <sup>st</sup> or as soon as possible if enrolling after August 1	Highly Recommended	<p>Parents and older students can review the Family Handbook and the following Sapphire Live Family Handbook addendums:</p> <ul style="list-style-type: none"><li>• <a href="#">Sapphire Dress Code</a></li><li>• <a href="#">Sapphire Live Attendance Policy</a></li><li>• <a href="#">Sapphire Parent Expectations</a></li><li>• <a href="#">Sapphire Technical Requirements</a></li></ul> <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>	
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"><li>• Ensuring proper lighting</li><li>• Finding the right desk and chair</li><li>• Purchase and organize school supplies according to the <a href="#">Sapphire School Supply List</a></li><li>• Setting up a calendar</li></ul>	
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"> <li>• Bible Studies: 1-2 times each month</li> <li>• Student chapels: Once per month</li> <li>• Virtual retreats: Once per year</li> </ul>	
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 <a href="mailto:t.cook@enlightiumacademy.com">t.cook@enlightiumacademy.com</a> 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"> <li>• Grade 12</li> <li>• Grade 8</li> <li>• Grade 5</li> <li>• Kindergarten</li> </ul>	
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 Enlightenment 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"> <li>• Grade 12</li> <li>• Grade 8</li> <li>• Grade 5</li> <li>• Kindergarten</li> </ul>	
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"> <li>• Grade 12</li> <li>• Grade 8</li> <li>• Grade 5</li> <li>• Kindergarten</li> </ul>	

## QUARTER 4 AND SUMMER

Step	Date	Required	Details	Get Started
Recommend a New Social Club	Quarter 4	<i>Optional</i>	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	<i>Optional</i>	<p>Students in grades 3-8 can participate in Enlightium's annual standardized assessments.</p> <p>If your state requires a standardized assessment, the Iowa Complete should fulfill that requirement.</p>	
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	<i>Optional</i>	Place an order to receive your yearbook in the mail.	
Join the Ceremonies	4th Quarter	<i>Optional</i>	Students in grade 8, grade 5, and kindergarten will have a virtual graduation ceremony.	
Watch the Graduation Ceremony	Mid-June	<i>Optional</i>	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.	