**Steps for Completing Registration Returning Students:**

Complete registration form. Once your form is complete, you will receive an invite from Brightwheel. Brightwheel is our communication flat form. You will be able to message your child's teacher, see how your child's day is going, pay tuition, receive important up dates and more. You must have a Brightwheel account in order to stay connected. If you need assistance in completing this, kindly make an appointment with the COOL Academy School Office.

1. Complete all fields. Do not leave any required field blank or the registration will not be complete.

2. It is extremely important that you take great care when inputting information regarding your family, emergency contacts and individuals authorized to pick up your child from school. The information that you include will be used to generate emergency contact lists and authorized pick-up lists. If the parent's names are not included under authorized pickup list, they will not generate on the list that is distributed to teachers and there will be delay at the beginning of the year as your child's new teacher is still learning about his/her students.

○ If there are two parents in the child's life, be sure to give information on both parents.

○ List parents also under emergency contacts

○ List parents also under those authorized for pick-up

○ If there are special circumstances and there is a non-custodial parent who cannot see the child, we need to know this, and it needs to be noted in the child's records. We also need court documentation about this if applicable.

3. Under student information, only include information for "student mobile number" if the student has a mobile number. If the student does not have a mobile phone, leave this field blank.

4. For middle school students only: If you wish your child to be able to leave school grounds with a new pick-up individual, please fill out the appropriate section, understanding that COOL Academy cannot accept responsibility for any student who leaves school property without adult supervision.

5. Be sure to fill out each section  completely including Doctors. Name, insurance company, insurance company phone and policy #, etc. If your child does not have insurance, please type in “no insurance” and note Medical Emergency Insurance.  Do not leave any sections blank. If there is a question that does not apply to your child, type in N/A.

6. It is very important that you give accurate and complete information regarding medical conditions, allergies and medications taken regularly.

7. Pay the registration fee via Brightwheel Account.

8. Sign a tuition plan agreement and other documents in Brightwheel. **UNTIL ALL OF THESE STEPS ARE COMPLETED YOUR CHILD IS NOT REGISTERED AND A SPACE IS NOT RESERVED.**

9. **SEND EMA AWARD ID**

**NEW Student Requirements**:

- **SUBMIT REGISTRATION APPLICATION and ACADEMIC PAPERWORK** (Transcripts, Final Report Card, Disciplinary Records /Evaluations, Standardized Test Score Records, 2 Teacher Recommendation letters, IEP if applicable). Once the parent of the prospective student submits all enrollment documents, including supporting documents, it will be reviewed and there will be a follow-up correspondence.

- **FAMILY INTERVIEW & PLACEMENT TESTING**

Prospective family meets with Administration for family interview; prospective student completes placement test.

-BRIGHTWHEEL Invitation indicates COMPLETION OF STUDENT REGISTRATION

Upon student acceptance, parents complete all required registration forms, payment and agreements and signs tuition plan. Finally submit EMA Award ID

**PARENT ORIENTATION**

All new families are required to attend Parent Orientation, which will be held in August, before the start of the school year.