

## **Enrollment at University Academy and Parent Responsibilities**

Below are a few important items to remember when applying to, registering with or attending University Academy:

--Parents/legal guardians are responsible for logging into their account and updating contact information when information changes. University Academy staff is not responsible for and practices a policy of not updating parent contact information in SchoolMint accounts.

--Each parent/legal guardian is responsible for accepting the offer for enrollment within 5 calendar days of the offering being emailed/texted. Parent/legal guardians are must complete registration for a student selected for enrollment within 7 calendar days of the date the offer to enroll was accepted. If registration is not completed within 7 business days of acceptance, the student will not be enrolled. The parent/legal guardian may reapply for the student to be placed on the waiting list.

--Each year, parents/legal guardians are required to complete re-registration by the given deadline. This re-registration window will be advertised on our website through news articles on the UA main webpage, through the newsletter publication mailed to homes and through social media outlet(s). Parents will also be sent this deadline via SchoolMint through email or text. An automated phone call will also go out when the deadline is close to remind parents/legal guardians that they must re-register. If a parent/guardian fails to re-register a student by the deadline, the student will be withdrawn at the close of the current school year and will not be enrolled for the upcoming school year. The parent/legal guardian may apply for the student to be placed on the waiting list.

--If a family moves, it is the parent/legal guardian's responsibility to notify the admissions office of their new address and submit accepted proof of residency (please see link titled "residency" on this page for a complete list of accepted residency) to the admissions department so that your address can be updated in the system. Current residency is required to be on file for students enrolled at UA.

--Parents/legal guardians are responsible for contacting UA and requesting that contact information in PowerSchool be updated if it changes. Parents/legal guardians can request this change via phone to your child's administrative office or by emailing an administrative assistant at your student's school.

--When enrolling at University Academy, students are required to take an Orientation Exam. This exam has the purpose of knowing where best to place students for the upcoming school year. This exam does not determine whether or not a student is enrolled