

Program Inquiry

- Parent contacts school via the website, phone, walk-in, or Email.
- Parent completes the *Program Inquiry* form in person or over the phone with a secretary.
- Parent is invited to next Campus Tour.
- Registrar provides Informational Brochure for parent and directs them to the school website. A list of inquiries is maintained with follow-up phone calls to parents if they do not come for an enrollment packet.



Enrollment Paperwork

- Parent completes *Enrollment Paperwork* if interested in the program. Registrar reviews paperwork for completion, and compiles packet (including transcript if a high school student) for interview with principal.



Interview with Principal

- Registrar sets a meeting for the parent to meet the principal for admission.
- Principal interviews potential new student using the *Admissions Interview* form with notes regarding the student's educational goals and applicable school experiences.
- If accepted, the interview form is signed and returned to the Registrar with the student's enrollment paperwork.



Admission by Registrar

- Enters student information in Skyward and WINGS.
- Determines the maximum number of hours the student can be enrolled at SVLC and writes them on the *Initial WSLP* form.
- Prepares WSLP folder with completed *Admissions Interview* and *Program Inquiry* forms, passwords, WINGS Instructions, Welcome Packet.

K-8 Student – Folder goes directly to WSLP Consultant.

9-12 Student – Folder goes to Guidance Counselor who reviews the transcript, makes class recommendations on the *Initial WSLP* form and then gives the folder to the assigned WSLP Consultant.



WSLP Meeting

- WSLP Consultant schedules a meeting with the parent and student.
- Together, they develop a WSLP for the student and completes the *Initial WSLP* form.
- Consultant provides Welcome Packet to the parent and returns in the *Initial WSLP* form to the Registrar.