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# STANDARD OPERATING PROCEDURES

SUBJECT: Student Processing

## ENROLLMENT AND REGISTRATION

- Students are accepted on a first come first serve basis and the availability of space per grade level.
- Student must be 5 years old by August 31 of the starting school year to enter into kindergarten.
- All forms must be completely filled out and submitted with registration forms along with:
  - birth certificate
  - updated physical exam  
(Medical exam forms are preferred on iLearn template, but is not necessary)
  - updated immunization record
  - updated PPD (skin test)

***All records need to be within the year of submission. All documents must be submitted in hard copy.***

- Once student is accepted, parents submit the following:
  - withdrawal form from previous school
  - previous school report card
  - signed iPad Usage Contract
  - signed Family Contract

## ENTER INTO STUDENT INFORMATION

- Student information is then entered into the student information system (RenWeb) which includes the following:
  - parent information
  - student demographics
  - medical alerts
  - special needs
  - class roster
- Student information is also entered into WebIZ.
- Students are entered into Curriculum Software.
- Initial registration form shall indicate the student ID.



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#### RE-ENROLLEMENT

- Students are assumed to be enrolled for the next school year unless withdrawal procedures are in process.
- It is the parents' responsibility to update contact information.
- Teachers will assist in this process of updating parent information. Teachers will inform the office every time parent information needs updating.
- Updating medical information will be the responsibility of the Student Affairs Officer.

#### WITHDRAWAL

- Parent/guardian submits the signed and completed withdrawal document.
- The Front Office communicates with teachers to finalize grades and attendance on RenWeb.
- The Front Office shall work with teachers to ensure that iPads are returned without damages. In the case of damage/lost iPads, students must pay for the iPads before withdrawal. Damage iPad fee is \$200 and lost iPad fee is \$500.
- Hard copies of student's cumulative records are sealed in an envelope for the parent/guardian to deliver to student's receiving school.
- Parent/Guardian shall sign the "Notice to Receiving School" log to confirm that they have received the sealed student packet.
- Student shall be removed from RenWeb and all curriculum software.
- Students who wish to return to iLearn after withdrawal will have to go through the application process to fulfill the first come first serve policy.