



Registration Process at Heritage Academy

Parents: We are excited to announce a new online process to complete enrollment applications. You will need to scan and upload all documentation. Please upload the document(s) as a PDF (free scanning apps such as CamScanner are available for most cell phones). You can always save your progress and come back later to complete the application.

Step 1 SUBMIT ENROLLMENT APPLICATION

Submit an online application by visiting our website: <http://hagateway.com/admissions>

➤ **Application Information:** documents that will need to be uploaded

Please upload the document(s) as a PDF (free scanning apps are available for most cell phones).

- Completed and signed AZ Residency Documentation Form (can be downloaded from the application screen)
- Copy of required proof of AZ residency (driver’s license, utility bill, rental agreement etc.)
- Reliable proof of identity and age such as a birth certificate or passport

ACCEPT OFFER

Once space becomes available, you will receive an email offering you a seat. After accepting the offer you will be prompted to complete the “Registration” process.

Step 2 REGISTER

You will need to login to complete the registration process. There are several sections to complete.

➤ **Registration Information:** documents that will need to be uploaded

Please upload the document(s) as a PDF (free scanning apps are available for most cell phones).

- Immunization Record
- Completed and signed Home Language Survey (can be downloaded from the registration screen)
- Complete transcripts/report cards
- Attendance records from the previous school
- Discipline records from the previous school (if there are none, an official notice from the school stating such)
- Most recent standardized test results (AZ Merit, AIMS, etc.)
- IEP and/or 504 plan if applicable (complete and current)

➤ **Health Information** (doctor, allergy information, etc.):

➤ **Enrollment Agreement**

➤ **Permission Agreements** (both guardian and scholar will be required to electronically sign the agreements)

➤ **Computer Resource Acceptable Use Policy**

PLACEMENT TESTING: Placement tests will need to be taken by all incoming 7th graders and all students that are currently homeschooled. You will be contacted with directions on how to schedule placement testing once registration is complete.

ORIENTATION: All scholars are required to attend orientation with a parent hosted by the principal/vice principal. You will be contacted with orientation information once registration is complete.

NOTE: You will be unable to select classes until **Registration has been completed.**