



# ENROLLMENT PROCESS

2019-2020

Enrolling in Wisconsin Virtual Academy (WIVA) is a two-step process. Please note that submitting a Wisconsin DPI Open Enrollment application (Step 1) does not automatically enroll your student in WIVA. If your DPI Open Enrollment application is approved, you must then complete the K12 Online Enrollment process on the parent portal (Step 2) to officially be enrolled with WIVA.

Follow the checklists below to ensure you've covered everything!

## STEP 1

### Wisconsin Department of Public Instruction Open Enrollment Process

*This step must be completed for any family residing outside the McFarland School District. Students who currently reside in McFarland School District do NOT need to submit the DPI Open Enrollment application and should contact the McFarland School District for next steps.*

- Complete the online Open Enrollment application **between February 4 and 4 PM on April 30, 2019**. Find a link to this application at [WIVA.K12.com/enroll-2019-20](http://WIVA.K12.com/enroll-2019-20).
  - When prompted to indicate the school and/or NON-RESIDENT school district to which you are applying, please enter "Wisconsin Virtual Academy K-8 (WIVA K-8)" or "Wisconsin Virtual Academy High School (WIVA High School)" and "McFarland School District" in the appropriate fields.
- Once your Open Enrollment application has been reviewed, WIVA will mail you a letter (postmarked no later than **June 7, 2019**) indicating whether your application has been approved according to Wisconsin Open Enrollment requirements.
- If your Open Enrollment application is approved, an Intent to Attend form will be included in your acceptance letter. This form must be completed and returned by **June 28, 2019**, and will serve as notification to WIVA that your student(s) will or will not be attending for the 2019-2020 school year.

You must also be approved by your resident district in order to enroll in WIVA. As part of the Open Enrollment process, resident districts must notify applicants by mail (postmarked no later than **June 14, 2019**) if their application is denied.

## STEP 2

### K12 Online Parent Portal

Once your Open Enrollment application is approved, you will need to complete the Online Enrollment process on the Parent Portal. The link and instructions to enroll will be included in your acceptance letter.

- Complete the Online Enrollment process on the Parent Portal.
- Submit Forms and Documentation—You will need to send copies of proof-of-age and residency documents, immunization records, report cards/transcripts, and other important documentation required by the state.
- Admissions Call—You will participate in an Admissions Call with an enrollment consultant to verify your student's information, relay school policies, and review the responsibilities of both the student and the Learning Coach.
- Approval—Once you have completed all of these steps, you will be approved. You will be contacted by WIVA staff, materials will be shipped, and you will need to attend an orientation session before school starts.