NOVA
Independent Study

Enrollment Process (TK-8)

1. District Office processes enrollment paperwork
   - Neighborhood schools should place students on short-term independent study for 5-15 days while the enrollment process (up to 10 days) in NOVA is taking place.
   - High school transfers must include a recent transcript

2. Paperwork is reviewed
   - Emergent Bilingual (English Learner), Special Education, student with a 504
     - District office departments are contacted and district meetings held as needed

3. Inter-district Families: Parent is notified by the District that the transfer is in progress and they will be enrolled within **ten** days. ***New NOVA students will always start on Monday or Tuesday (if there is no school on Monday)***.
   - Inter-district families complete School Mint forms

   Intra-district transfers will be dropped the **Friday before they start** and office managers will be told to drop and NOVA told to enroll. ***New NOVA students will always start on Monday or Tuesday (if there is no school on Monday)***.
   - Home school will notify NOVA once the student has been dropped

4. NOVA must receive new student information no later than Wednesday at 3:00 p.m. in order for student to begin the following Monday.

5. Exiting school sends CUM folder within five days of dropping student.

6. NOVA enrolls student on Friday for them to begin on Monday.

7. NOVA office contacts parents/student to give email information. Students cannot begin until they have confirmed they have access to an NUSD email.
   - Parent/student confirms access to email by emailing or calling Terrie

8. Terrie sends an email to parent/student and teacher with introductions and contact information.

9. Teacher emails parent/student with a welcome message, Zoom links, and information on when to attend a brief orientation.

10. Teacher conducts an orientation on Friday to explain logistics for student(s) to begin on Monday morning.

11. Students and parents/guardians must sign the enrollment agreement within 30 days of their first day of enrollment.