



# **DUNELAND**

## **TEACHING & LEARNING**

### **TROJAN VIRTUAL ACADEMY NEW STUDENT ENROLLMENT- GRADES 6-12 FALL 2022**

**STEP 1: PLEASE CALL TROJAN VIRTUAL ACADEMY AT 219-983-3743 TO MAKE AN APPOINTMENT (appointments available after August 1, 2022)**

**STEP 2: CREATE A STUDENT ACCOUNT IN SKYWARD**

**NEW FAMILIES:** click [HERE](#) to create a Skyward account for your new student. Once you have received your Skyward sign on information via email, please follow instructions to sign on to your new Skyward Parent Access account to enroll your student with Duneland School Corporation. PLEASE COMPLETE ALL REQUIRED SCREENS.

**RETURNING FAMILIES-PLEASE RETURN TO ENROLLMENT/REGISTRATION HOME PAGE AND VISIT "RETURNING STUDENTS"**

**STEP 3: COMPLETE ATTACHED RESIDENCY AFFIRMATION [FORM](#) AND BRING TROJAN VIRTUAL ACADEMY ALONG WITH ALL REQUIRED RESIDENCY DOCUMENTS**

*(Make sure to download the form to make it fillable and then either print or save to your computer)*

**STEP 4: PLEASE HAVE THE FOLLOWING DOCUMENTS AVAILABLE FOR YOUR APPOINTMENT WITH MICHELLE BRUSS, COUNSELOR**

Please bring the following items to your child's school to enroll him or her for the 2022-2023 school year:

1. Completed form from Step 2
2. Copy of the child's birth certificate
3. Copy of the child's immunization record
4. Proof of residency: Mortgage statement or lease agreement **or** two of the following documents with a current date and address; pay stub, utility bill, bank statement, vehicle registration, voter registration, or Indiana issued driver license
5. Any custody or guardian paperwork, if applicable
6. Student's current IEP (Individualized Education Plan) OR 504 Plan, if applicable
7. A copy of your student's official/unofficial transcripts, for grades 9-12

**STEP 5: COMPLETE REGISTRATION PROCESS**

Once all enrollment has been completed, you will receive an email to sign back in your Skyward access account to complete the online registration component.

**STEP 6: CURRICULAR FEES PAYMENT**

Students in Grades 6-8 do not have any curricular fees associated with Trojan Virtual Academy.

Students in Grades 9-12 do pay a small device insurance fee associated with the school issued device recommended for use with TVA.

All DSC students registering for the 2022-2023 school year will be required to complete a promise to pay. DSC will be offering several payment options for our families. These options include the following: applying and qualifying for free/reduced assistance, pay in full on day of registration, pay in full by October 1, 2022, or participate in DSC payment plan:

- Pay 25% of the total amount by October 1, 2022
- Pay an additional 25% of the original amount by December 1, 2022
- Pay an additional 25% of the original amount by February 1, 2023
- Pay remaining balance by April 1, 2023

Curricular fees are payable through Revtrak in your Skyward Parent Portal. Due to potential student schedule changes, online payments for grades 7-12 will be available beginning on Wednesday, Sept. 14, 2022.

Individuals paying by check or cash will need to make arrangements to pay the curricular fees at their child's respective school. (School offices are scheduled to reopen by July 25, 2022).

### **STEP 7: ATTEND ORIENTATION MEETINGS**

A series of orientation events will be hosted on August 4, 8 and 9, 2022. All families are asked to attend one session to learn how to log into the daily platform and make sure the student has the most up-to-date device for the first day.

#### **NEW STUDENTS**

**August 4, 2022 - Trojan Learning Center, Door #9 (Chesterton Middle School building)**

**Available Times 4:00 p.m. or 6:00 p.m.**

**August 9, 2022 - Trojan Learning Center, Door #9 (Chesterton Middle School building)**

**Available Time 8:00 a.m.**

Students should attend with one family member and bring their current device to their chosen session.

### **TROJAN VIRTUAL ACADEMY INFORMATION**

Kevin Zeck, Director of Alternative and Virtual Education

Michelle Bruss, Counselor

601 W. Morgan Ave. Entrance 9

Chesterton, In 46304

219-983-3743