



Department of Teaching & Learning

Enrollment / Registration

TROJAN VIRTUAL ACADEMY NEW STUDENT ENROLLMENT- GRADES 6-12

PLEASE NOTE: This is ONLY for individuals who have already applied and been accepted into the Trojan Virtual Academy 2021 Semester 1

(Semester 2 enrollment information will be available at a later date)

STEP 1: PLEASE CALL TROJAN VIRTUAL ACADEMY AT 219-983-3600 TO MAKE AN APPOINTMENT WITH MICHELLE BRUSS, COUNSELOR

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 2021-2022 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

New for the 2021-2022 school year: All DSC students registering for the 2021-2022 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, 2021, or participate in DSC payment plan:

- Pay 25% of the total amount by October 1, 2021
- Pay an additional 25% of the original amount by December 1, 2021
- Pay an additional 25% of the original amount by February 1, 2022
- Pay remaining balance by April 1, 2022

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. 15, 2021.

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 August 2, 2021.)

STEP 7: ATTEND ORIENTATION MEETINGS

A series of orientation events will be hosted on August 3 and 5, 2021. 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.

Please click on the link below to sign up for an orientation time:

August 3, 2021 - CMS Auditorium Entrance #2

Available Times 1 p.m., 2:30 p.m., 4:00 p.m., 6:00 p.m.

Registration Link: <https://signup.com/go/tSLLQXj>

August 5, 2021 - CMS South/Pool Parking Lot Entrance #8

Available Times 8 AM, 9:30 a.m., 11:00 a.m., 1:00 p.m.

Registration Link: <https://signup.com/go/pRhSinX>

Students should attend with one family member and bring their current device to their chosen session. If you have more than one student in TVA please sign up for a slot for each child.

TROJAN VIRTUAL ACADEMY INFORMATION

Kevin Zeck, Director of Alternative and Virtual Education

Michelle Bruss, Counselor

601 W. Morgan Ave. Entrance 8

Chesterton, In 46304

219-983-3743