

2024 New Student Enrollment Checklist

- **Step 1: Infinite Campus Online Registration** - email the [Enrollment Office](#) for the registration link if you have not already submitted registration to accept your offer of enrollment.
 1. **Birth Certificate** - submit to the [Enrollment Office](#) if unable to download during online registration.
 2. **Immunization Records** - submit to the [Health Office](#) if unable to download during online registration. The State of Colorado Immunization law (C.R.S. 25-4-901) requires all students to submit proof of immunizations. Please contact the [Health Office](#) if you have any questions.
 3. **Health History Form** - submit to the [Health Office](#) if unable to download during online registration.
 4. Students that have noted on their registration that they have received student services are required to turn in their most recent supporting documents (Example: IEP, 504, ALP, RTI, ELL, etc.) to the Enrollment Office by June 14, 2024.
 - Email: Janet.LaLone@TheVanguardSchool.com
 - Fax 719-634-4180
 - Drop off at the high school front desk, The Vanguard School, 1605 South Corona Avenue, Building D, Colorado Springs, CO 80905
- **Step 2: Enrollment Forms** - download and submit to the [Enrollment Office](#) within the five-day deadline.
- **Step 3: Parent ID Badge:** If needed, submit a parent/guardian photo electronically to [Mrs. Sherwood](#). Details for badge pick-up will follow.
- **Step 4: Courser Round Up** – This virtual event in June provides the information you need to prepare for the upcoming school year. Event details will be posted on the [school website](#).
- **Step 5: New Student Orientation** – August event details to be announced.
- **Step 6: Confirmation of Intent Survey** - complete the online confirmation survey that will be sent electronically in July.
- **Step 7: Student Fee** – available through the school website

If you have any questions, please contact the [Enrollment Office](#).