

2023 New Student Enrollment Checklist

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.
 - a. **Birth Certificate** - submit to the [Enrollment Office](#) if unable to download during online registration.
 - b. **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.
 - c. **Health History Form** - submit to the [Health Office](#) if unable to download during online registration.
 - d. **IMPORTANT:** 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 before June 14, 2023. Enrollment is contingent upon the evaluation and approval of the plan.
 - Email: Janet.LaLone@TheVanguardSchool.com
 - Fax 719-634-4180
 - Drop off at the high school front desk: 1605 South Corona Avenue, Building D, Colorado Springs, CO 80905
2. **Enrollment Forms** - download and submit to the [Enrollment Office](#) before June 14, 2023.
3. Submit a parent/guardian photo electronically to [Mrs. Batth](#) for your **Parent ID badge**. Details for badge pick-up will follow.
4. Attend **Courser Round Up** in May to get all the information you need to prepare for the upcoming school year. Event details to be announced.
5. **New Student Orientation** – August event details to be announced.
6. **Confirmation of Intent Survey** - complete the online confirmation survey that will be sent electronically in July.
7. **Student Fee** – [visit our school website for payment](#)

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