



REGISTRATION CHECKLIST

Steps to Enroll at TLC:

- 1. Attend an Information Session**
 - 2. Complete the Online Registration Form (via RegOnline)**
 - A link will be emailed to you after you attend the Information Session
 - 3. Submit All Required Documents**
 - See below list for more information
 - You can submit your documents one of two ways:
 1. Upload the documents through RegOnline, the online registration form
 2. Bring hard copies of your documents to one of our offices, where we will help you photocopy them. Call or email Rhonda to make an appointment: rdulay@learningchoice.org / 619-463-6849 ext. 124
 - 4. Once you have completed the Online Registration and submitted/uploaded all documents, it will take 1-4 days to process. We will notify you once your enrollment is processed and you will be assigned an Educational Partner to help you get started on your educational journey with TLC!**
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List of Required Documents to Enroll:

- 2 Copies of current proof of address (Note: Students with currently enrolled siblings are only required to provide 1 proof of current residence)
 - Must have parent/guardian name and address shown.
 - These items are acceptable documents:
 - Utility Bill (gas, water, electric)
 - Mortgage/Escrow Statement
 - Rental or Lease Agreement
 - Vehicle Registration
- Copy of Birth Certificate
- Copy of Immunization Records
 - (Tdap is required for all 7th – 12th grade students)
- Report of Health Exam (Required for Kindergarten ONLY)
- Copy of IEP for Special Education Services (Required if applicable)
 - (Intake meeting with the family is required prior to registration; this is done within 5 days)
- Copy of 504 Plan (Required if applicable)
- Copy of current High School Transcript is required for grades 10-12
 - (High School registration packets are reviewed by our TLC Counselor)
- Current report card/progress report required for grades 6-9
- Last date enrolled in previous school _____

For Questions Contact Rhonda Dulay

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