



REGISTRATION CHECKLIST - New Students

Steps to Enroll at TLC:

1. **Attend an Information Session** **(not required for siblings of current students)*
2. **Complete the Online Registration Form (via RegOnline)**
 - A link will be emailed to you when enrollment opens
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 (preferred method)
 2. If you need help photocopying or want to drop them off in person, contact Rhonda Dulay 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.**

List of Required Documents to Enroll:

- 2 Copies of current proof of address **(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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