

Enrollment Procedures for Verdugo Academy Elementary School Students

- ❑ Let your school's principal or secretary know your intention of transferring to Verdugo Academy. This gives the school advance notice of a potential change of placement and also gives the staff an opportunity to address any issues that may be contributing to the desired change.

- ❑ Contact Alison Curtiss at Verdugo Academy to schedule reading test:
acurtiss@gusd.net 818-548-0740 – 1700 E. Mountain St., 2nd floor, Glendale, CA 91207
 - Once reading test is passed, family completes paperwork for enrollment and signs Contract with Verdugo Academy teacher.
 - Teacher makes a copy of Contract for family to take with them when they return to previous school to checkout.

- ❑ Return to previous school to withdraw student, obtaining Checkout Papers with Checkout Grades (if available).

- ❑ Return to Verdugo Academy to meet again with teacher and start the program.
 - Family schedules this appointment during initial meeting with Verdugo Academy teacher.
 - Bring Checkout Papers from previous school (if available).