

## Enrollment Procedures for Verdugo Academy High School Students

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- ❑ **Sign Checklist** for Independent Study with counselor at regular high school
  
- ❑ **Call to schedule an appointment** to take the reading test and provide a writing sample
  - **9<sup>th</sup> Grade through 12<sup>th</sup> Grade:**
    - Daily High:  
220 N. Kenwood St., Glendale 91206  
(corner of Wilson and Kenwood, next to District office)  
**818-247-4805**
  - Bring transcript and Checklist for Independent Study from previous school
  - Sign Verdugo Academy contract
  
- ❑ **Meet with teacher at Verdugo Academy** to complete enrollment paperwork  
1700 E. Mountain St., 2<sup>nd</sup> Floor, Glendale 91207  
818-548-0740
  - Teacher calls family to schedule appointment
  - Family completes paperwork for enrollment
  - Teacher emails prior school counselor to expect student for checkout
  
- ❑ **Return to previous school to withdraw student**, obtaining Checkout Papers with Checkout Grades
  - **Be sure to take a copy of the Verdugo Academy Contract** when checking out. The previous school will want to see the Start Date and signatures before withdrawing the student.
  
- ❑ **Return to Verdugo Academy** to again meet with teacher, submit Checkout Papers from previous school, and start courses
  - Family schedules this appointment during initial meeting with Verdugo Academy teacher