

Enrollment Procedures for Verdugo Academy Middle School Students

- ❑ **Sign Checklist for Independent Study** with counselor at regular middle school.

- ❑ **Call Alison Curtiss at Verdugo Academy** to schedule reading test:
acurtiss@gusd.net – 818-548-0740 - 1700 E. Mountain St. – 2nd Floor, Glendale 91207
 - Bring signed Checklist for Independent Study from previous school
 - 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 check out
 - 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 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 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