

# Instructions for Greeley OPTIONS Online Application

As part of the Greeley OPTIONS Program, your student remains a home-schooled student with you, the parent, as primary educator.

They will also become part-time enrolled in the Aurora Public Schools, our hosting district.

The application you will fill out is the online application for APS. Many of the elements apply to any student enrolling in school but some of the questions apply differently or not at all to your home schooled student.

These instructions are intended to help you navigate through this application process as seamlessly as possible.

## Opening Page – Centralized Admissions – Aurora Public Schools

- Please read the system requirements carefully to ensure your online application proceeds smoothly.
- Write your Confirmation Number down – you will need this number if you have to leave and return to your application
- You **MUST** enter your email address – it says that it is *'optional'* but you won't get past the opening screen unless you enter your email address
- Hard copies of documents needed you will need to provide to your Site Coordinator:
  - Birth Certificate – copy
  - Immunizations – copy, doctor printout or sign a waiver (provided by Site if needed)
  - You **DO NOT** need to provide proof of residency, you do need to provide a physical address when you fill out your online form – PO Boxes *can't be accepted.*

## Parent Pages

- On these pages you will provide your best contact phone number and please do provide an email address you use frequently
- You will provide this information for each parent / step parent you want to have on record
- Under Emergency Contacts you will provide information for any grandparent, neighbor, friend, etc, that you want us to contact if we can't reach you OR that you want to be able to pick your student up *early* from school

## Student Pages

### Demographics Page

- Enter your students' email address (if they have one) and they will be added to our email group for receiving teacher updates and homework summaries

### Expulsion

- Even if your student has **never** been enrolled in public school, you still need to answer the questions about being in good standing at a previous school and whether or not they have ever been expelled.

### Safe Environment Notice

- You will be required to click on the Safe Environment Notice and open the document before you can click the compliance box

### Language Information

- You will need to click on the link opening the document about language spoken in the student's home – you **DO NOT** need to fill out or turn in this document for Greeley **OPTIONS**

### Previous Schools Page

- You will need to enter a date your student first entered both public school in Colorado and the United States
  - If your student has **never** attended public school, then enter the date they will begin attending Greeley **OPTIONS**
    - Monday Site – August 24, 2015
    - Tuesday Site – August 25, 2015
- If your student has always been homeschooled then please check the 'New to Education System' at the bottom of this page.
- If you cannot remember dates your student first entered either CO or US public school, *guesstimate* these dates, focusing on year and month.
- Check 'No' for your student ever being in APS schools, unless they have been.
- Take note that students cannot be enrolled in more than one publicly funded program like:
  - COVA
  - APEX Program (St. Vrain Schools)
  - LEAP Program (Loveland Schools)

### Health Insurance Page

- You will need to select a Health Insurance option but you **DO NOT** need to provide your doctor or clinic information

- Please select a medication at school option

#### Health Services Page

- Select ‘*No health/medical conditions*’
- OR You can give more detailed information here about health issues that would affect your student **during the Options School Day only**

The remaining pages are various Release Agreements that ***need to be answered, Yes or No***, for every student, however every agreement does not pertain to the Greeley OPTIONS student:

- Field Trips – does not apply to OPTIONS students
- Grade Consent – does not apply to OPTIONS students
- Internet Use – **must be agreed to by ALL students**
- Non-Release of Armed Forces Recruiting – check your preference
- Free Services – not applicable to Greeley OPTIONS

You are now finished with one student and you must fill out the student information pages for any remaining students you wish to enroll.

When you have finished with all your students you want to print the Application Summary PDF.

This form must be submitted to the Greeley OPTIONS Site Coordinator, along with copies of student Birth Certificates and Immunization Records.

***Your registration is NOT complete until you submit the:***

- ✓ Summary
- ✓ Birth Certificate
- ✓ Immunizations

For each student you wish to enroll

These documents can be:

- scanned and emailed to [greeleyoptionsprogram@gmail.com](mailto:greeleyoptionsprogram@gmail.com)
- dropped off in person at pre-arranged time and date
- mailed to: 913 Kansas Ave., Berthoud, CO 80513