

Steps for enrolling at MCP

1. Attend a MCP New Family Orientation/Initial Learning Plan Meeting
2. Complete and submit paperwork
3. Attend MCP Basic Training I
4. Complete Written Student Learning Plan (WSLP)
5. Attend MCP Basic Training II
6. Register for on-site and community classes

Complete the following Enrollment Forms

1. **Kennewick School District Enrollment Form** - This form contains parent and student information such as addresses, phone numbers, emergency contacts, grade, birth date, etc.
2. **Student Health History Form** - Brief history of health.
3. **Certificate of Immunization Status** - A current record of the shots the student has had to date. If you do not immunize, you **must** fill out the exemption part of the form. Students will not be allowed to attend classes until the form is complete.
4. **Birth Certificate** - a **copy** of his/her birth certificate is needed.
5. **Records Request** (as needed) - If your child has previously attended a school in Kennewick School District, this form allows the child's records to be transferred to MCP.
6. **Out-of-District Transfer Request** (as needed) - If you do not live within the Kennewick School District, you must obtain this form from your local school district and turn it in to Kennewick School District.
7. **Handbook Agreement** - must be signed by both parents & student
8. **MCP Disclosure Statement**
9. **Kennewick School District Volunteer Application**
10. **Emergency Form**
11. **Declaration of Intent to Provide Homebase Education** if the child is part-time.
12. **Media Denial Form**
13. **Home Language Survey**
14. **Computer Use Agreement**

General Enrollment Information for ALL students

- ◆ The student is considered by law to be a public school student based on FTE and the Learning Plan.
- ◆ A WSLP is completed for each student prior to enrollment.
- ◆ Monthly Reviews are completed by the parent by the 20th of each month.
- ◆ Parents and students meet monthly with a teacher/consultant.
- ◆ Students who do not attend weekly MCP on-site classes must meet weekly with teacher/consultant by phone, email, or in person.
- ◆ Families will have access to the MCP Library of educational materials.
- ◆ Educational material provided by MCP: The Core Knowledge Series is the adopted curriculum for MCP students and is available for checkout.
- ◆ Each student can sign up for up to four on-site classes, excluding the community partner on-site classes, until August 31st. After August 31st there will be the opportunity to sign up for additional classes depending on availability. Parents please consider the time you'll be at home to homeschool! There will be many great opportunities, but the most valuable and most important time is the time your children spend with you!

Enrollment

Full-Time—Full Written Student Learning Plan

- ◆ Students participate in district assessments. (Page 23 of handbook)
- ◆ \$500.00 Materials Allotment is available for each student. Allotment for students enrolling or exiting the program in the middle of the year is pro-rated. (Page 15 of handbook)
- ◆ Students may register for up to four MCP-sponsored community classes. (Page 12 of handbook)

Part-Time—Partial Written Student Learning Plan

- ◆ Student is considered a part-time home-school student and is required to file an Intent to Home School with the district.
- ◆ A partial WSLP is completed for each student prior to enrollment based on the subjects overseen by their teacher/consultant.
- ◆ Student participate in district assessments but are not required to take the MSP. (See page 23 of handbook for details)
- ◆ A materials allotment is provided based upon the subjects included in the WSLP, number of K12 courses, and the percentage of FTE. Allotment for students enrolling or exiting the program in the middle of the year is pro-rated. (Page 15 of handbook)
- ◆ Community classes are limited. (Page 13 of handbook)

K12 Enrollment

Students enrolled full-time and part-time may also sign up for K12 Virtual Schools classes offered through MCP. K12 Virtual classes provide everything your family needs, including on-line lessons, textbooks, student workbooks, CD's, and videos.

- ◆ K12 Students are limited in allotment funds (Page 15 of handbook) and community classes. (Page 12 of handbook)

Next...

After turning in enrollment papers, attending New Family Orientation and going to Basic Training I you will be given a log-in for WINGS, we can enroll your student in classes, and a consultant will be assigned to you.