



Insight Schools of California Enrollment Requirements

Enrollment Requirements

Parent wishing to enroll their children in Insight Schools of California must ensure:

- 1) Student must enroll in and maintain a minimum of 4 content courses/20 credits per trimester in ISCA.
- 2) Student must reside within a county ISCA serves and provide proof of residency.
- 3) If a student moves while attending ISCA, a new proof of residency must be submitted within 10 school days.
- 4) All required documentation must be received by our Simi Valley office (i.e. transcripts, proof of age and residence) within 30 days of submitting application.
- 5) All information on the application must be true and correct. If misrepresentations are made or incorrect information is provided, the application will be deemed as not meeting the requirements of the school and may result in revocation or halting of enrollment.
- 6) Enrollment in ISCA is contingent upon the Student, Parent and Teacher signing an Independent Study Master Agreement Form (ISMA) prior to the commencement of instruction and services.
- 7) Failure to sign and return an ISMA within the first 5 days after the student start date enrollment approval for new students will result in the deactivation of the student's account. The signed ISMA finalizes and completes the initial enrollment process. An ISMA must be signed within the first 5 school days a student is enrolled in ISCA.
- 8) ISCA does not give partial credit for students leaving prior to the end of a trimester.
- 9) Access to high speed internet is required for students to complete coursework.

Placement Process

- 1) ISCA must have transcripts from previous schools prior to determining placement.
- 2) ISCA has the authority to review report cards and transcripts to determine appropriate placement.
- 3) Students will be placed in the grade level corresponding to their cohort year

Attendance

- 1) Attendance must be monitored daily in the ISCA Online School by parent, guardian or Learning Coach.
 - 2) Students are required to log in and attend school Monday through Friday, as outlined on the school calendar.
 - 3) Students are expected to complete a minimum of 6 hours per day which includes completing lessons, attending live sessions and turn in assignments.
 - 4) Attendance is monitored daily by Insight staff and teachers. Please be aware that communications regarding tardiness and/or absences of your student(s) will occur frequently to ensure daily attendance enrollment requirements are met.
 - 5) If a student works offline, the learning coach may submit electronically an Offline Work Log (OWL) and submit the log to the school.
 - 6) Students must have submitted an approved travel plan to their academic advisor for any extended family travel two weeks prior to leaving, except if travel occurs during normal school vacations and holidays (failure to do so may result in the withdrawal of your student from the school).
- 6.2) Students must attend school and complete coursework during travel time. Parent, guardian and/or Learning Coach must be available by phone and/or Internet for communication.

Progress

- 1) Students will complete and/or submit all daily lessons in all courses.
- 2) Students will make continuous progress (be actively engaged, completing assignments and submitting assignments) in each course for each school day.
- 3) Students will use the K12 curriculum exclusively and/or K12 contracted curriculum.
- 4) Students must submit coursework at the direction of the teacher.
- 5) Students must attend required live sessions (or watch recordings in case of excused absence) and meetings as assigned by teachers/staff.