

# 2024-2025 Checklist for withdrawal packet to WIN ACADEMY

Updated 7/18/2024

Please see the list of necessary items to provide for a student to enroll. To help ensure the paperwork arrives before the student/parent please send it as soon as possible.

**Please, do NOT give the WIN copy of the school withdrawal paperwork to the student/parent.**

Please, scan and email it to [mozell.johnson@hcbe.net](mailto:mozell.johnson@hcbe.net) or you may fax the info to 478-929-7123,(This fax is secured on my office at my desk)

Questions call 478-929-7828, ext 1

**REMINDER:** Enrollment information is on the WIN Academy web page:

<https://win.hcbe.net/studentregistrationwin>

<b>Student:</b>	<b>ID#:</b>
<b>School:</b>	<b>GTID#</b>
Flag> Sped ___ IEP ___ 504 ___ ESOL ___ SST ___ MV ___ Gifted ___	Served: _____ Minutes: _____
<b>HS transcript credits:</b>	Grade: _____

**\*\*Please check off items as they are included in packet or Mark N/A\*\***

- Withdrawal/HS **(Detail Grading Report/Transcript)/ MS-Term1 Report Card (3 Items)**
- Conference Profile Sheet
- School Charge Letter
- Tribunal Waiver
- Tribunal Charge letter
- Tribunal Disposition
- SRC Minutes
- Copy of MDR
- HR-29 and medication to be brought by parent
- Copy of **UPDATED IMMUNIZATION RECORD (3231 MUST BE CURRENT TO ENROLL)**

**\*\*\*\*Include Checklist in Packet\*\*\*\***

WIN Academy will provide an application prior to or the day of Orientation Meeting. The application will also be on the Enrollment page listed above as well as our school handbook.

**WIN Orientation meetings for Enrollment are Monday, Tuesday and Thursday at 9am.**

**Office Use Only**

**Administrator and/or Designated Personnel Completing this checklist:**

Name \_\_\_\_\_ Contact information: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_