

Rise Preparatory Academy

Enrollment Process

This document explains what families can expect after a student has been officially accepted and the scholarship enrollment process has been completed.

Enrollment Timeline: The enrollment process typically takes **1-3 business days**. Processing times may vary depending on the time of year, enrollment volume, and completion of all required enrollment steps.

STEP 1 Official Enrollment Confirmation

Once the student's **Step Up For Students Scholarship** has been verified and accepted by both the parent and Rise Preparatory Academy, the student is officially enrolled.

At this point, the admissions process is complete and the school begins preparing the student for academic access and orientation.

STEP 2 Welcome & Orientation Email

Within **1-3 business days**, the parent or guardian will receive a **Welcome & Orientation Email** from the **Admissions Coordinator**.

This email serves as the family enrollment guide and includes:

- School policies and procedures
- Parent and student expectations
- Orientation resources
- Important dates
- Next steps before classes begin

STEP 3 Student Success & Portal Access

Within **1-3 business days**, the parent or guardian will receive a comprehensive **Student Success & Portal Access Email** from the school's **College & Academic Planning (CAP) Advisor**.

This email serves as the family's academic roadmap and includes the information needed for the student to begin successfully.

Student Access

The **parent and student will both be copied (CC'd)** on an email from the CAP Advisor containing the student's:

- Student username
- Student password
- Student academic schedule

Once this email has been received, the student may begin completing coursework immediately.

Parent Portal

Parents will receive instructions on how to access and navigate the **Parent Portal**, where they can monitor their student's academic progress and school information throughout the school year.

Student Portal

Students will receive instructions on how to access and navigate the **Student Portal**, allowing them to view their courses, assignments, grades, and overall academic progress throughout the school year.

Academic Excellence

Families will also receive important information regarding:

- Honor Roll requirements
- Principal's Honor Roll requirements
- National Honor Society (NHS) eligibility requirements
- Subject National Honor Society eligibility requirements
- Graduation and promotion requirements
- School academic policies and expectations

By reviewing this information before classes begin, students and parents will have a clear understanding of the academic standards, expectations, and opportunities available at Rise Preparatory Academy.

STEP 4

Learn How to Communicate at Rise

To support a successful school experience, families will receive orientation videos explaining how communication works at Rise Preparatory Academy.

The videos explain:

- How students communicate with teachers and staff through Minga
- How parents communicate with school staff
- School communication expectations and response procedures

Student Communication

Students communicate with faculty and staff **exclusively through Minga**, the school's official student communication platform.

Students should always include their **full name** in their message.

Parent Communication

Parents and guardians communicate with school staff **by email**. To ensure prompt assistance, all emails should include the **student's full name** in the subject line or message.

STEP 5

You're Ready to Rise

Once the parent and student have received the student's login credentials, academic schedule, orientation materials, and communication resources, the student is ready to begin classes.

The student may begin coursework immediately after receiving the username, password, and academic schedule from the CAP Advisor.

Rise Preparatory Academy
Where opportunity meets achievement.