Open and Re-Enrollment Process

TIP! *You can click or 'tap' on any of the items in the Table of Contents and it will take you directly to the page of that topic. Clicking or 'tapping' on 'Return to Top' takes you back to the first page.*

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Open Enrollment – What is it?

Open enrollment is defined as the timeframe when applications for new students who have never attended iLearn before are accepted to be eligible for any possible lottery drawings. Please see this process on .

Open/Re-Enrollment Window

The open and re-enrollment window this year is: **Tuesday, January 6, 2026 through Friday, March 6, 2026**.

Re-Enrollment Process

If a student is returning for the upcoming school year, parents must re-enroll them *every year, online* through the ***Data Confirmation*** process in the ***Aeries Parent Portal***. Parents who miss the window will be required fill out a paper application and they will not have priority over any other applicants on file. They also lose their place in any class or teacher they are assigned to, and therefore, could be placed on a waiting list if a class is full. **Parents who need help completing this process can follow our step-by-step instructions to re-enroll their student(s).**

Not Returning

1. Fill out **this form**

a. **What if I change my mind after notifying you that my child is not returning and would like my child to return after all. What do I need to do?**
   i. **During the window:** Complete the Data Confirmation Process and [notify Kimberly Berryman](#) in the iLearn Academy office of the change.
   ii. **After the window:** Obtain a paper application from the iLearn Academy office and turn it in. Your student *may* be placed on a waiting list if a Hybrid class or our 100% Independent Study option is full.

FAQ's

1. **I don't remember my login information. How do I find that?**
   a. Your username is your e-mail address you used to create your account.
2. **I don't remember my password. What do I do?**
   a. At the login screen, click on *Forgot Password.* An e-mail will be sent to you to reset your password.
3. **I don't think I have a Parent Portal Account. How do I create one?**
   a. A parent portal account is automatically created when your student is enrolled with us. If you do not know your password, follow the instructions for resetting your password from FAQ question # 1.
4. **I tried to complete the re-enrollment process, but I didn't see the Data Confirmation Box at the top of the page when I logged in to the Parent Portal. Where is it?**
   a. The Data Confirmation box will only appear in the Parent Portal during the [Open/Re-enrollment Window](#). If you attempt to re-enroll before or after these dates, this box will not appear. In order to guarantee your child's spot next year, Data Confirmation **must** be completed *in its entirety* in the above-mentioned timeframe.
5. **Will I receive confirmation that the Intent to Return process is complete?**
   a. Yes. A confirmation message will appear after you have completed ALL OF THE SECTIONS. You will receive an e-mail from DoNotReply@aeries.com stating that you have completed the data confirmation process. ***Check your Junk E-mail if you do not see this email in your inbox.*** If you receive one or both of these methods, please do not contact the school office to verify that the process was completed. These two methods are your confirmation that the re-enrollment process is complete, and nothing further is needed from you.
6. **If I complete the Re-enrollment process during the window, is my child's spot guaranteed?**
   a. Yes.
7. **I would like to switch program options for next school year. What do I need to do?**
   a. Complete the Data Confirmation process during the re-enrollment window.
   b. *After* you complete this process, send Kimberly Berryman an email (kberryman@placercoe.org) with the following information:
      i. Student Name

        ii.   Current Grade

        iii. Requested program option for next year (i.e. Hybrid or 100%)

    c. *If requesting Hybrid Option*: Merely requesting a switch in program options is ***not*** a guaranteed placement in the Hybrid Academy. Current Hybrid Academy students are given 1st priority in retaining their spot in next year's class. However, as long as you complete the above process during the re-enrollment period, your student will be given 1st priority if spots are available, or if a lottery drawing is required for a specific grade level class.

    d. Re-enrollment completed after the window nullifies any previous preference that the student had for the Hybrid Academy.

8. I missed the window to complete re-enrollment. What do I need to do?

    a. Re-enrollment after the window must be completed via a paper application, which can be obtained in the iLearn Academy office.

    b. **Will my student still have priority?**

        i. No. All new *and* returning applications received after the [open/re-enrollment window](#) are assigned to classes or waiting lists according to the date that they are received. **Please Note:** applications turned in must be 100% complete. Parents will be contacted if they need to fix or finish any part of the application.

    c. **Will my student lose his/her spot in their class next year?**

        i. It is possible, ***if*** the class is full.

New Enrollment (New Students to iLearn)

During the [open enrollment window,](#) applications for enrollment will be accepted. On the first Tuesday following the open enrollment period (March 10, 2026), applications will be counted to determine whether any grade level or program option has received more applications than space is available. Should an application be submitted after the determined open enrollment window, that student will be placed on a waiting list with no preferential criteria should their grade level be impacted (see lottery process).

Lottery Process: Hybrid Academy

In the event that the number of students who wish to attend exceeds the grade level or program option capacity, enrollment will be determined by a public random drawing. The random drawing will determine enrollment for the impacted grade level and/or program options, with the ***exception of existing/returning students who will be exempt from the lottery — as long as they complete their re-enrollment within the open enrollment window.*** Students added to the waiting list each year must go through the open enrollment process, as the previous waiting list is null and void. In the event of a lottery for any given impacted grade level (Hybrid Academy), preference will be given to students in the following order:

1. Currently enrolled iLearn 100% Independent Study students
2. Siblings of any currently enrolled student

3. New students to iLearn within Placer County
4. Out-of-County students

Waiting List: Hybrid Academy

After the lottery process has been completed, students will be placed on a waiting list by grade level and/or program option in the order in which they are drawn. The school will contact the parents/guardians via email of students to let them know their placement on the waiting list, as well as when their students have been promoted off the waiting list and are enrolled in the class (Hybrid Academy).