

Intent to Return and Open Enrollment

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Intent to Return

The window to complete the Intent to Return process is **Tuesday, January 5 – Friday, March 12, 2021**. Because we are a school of choice, ***all students*** must re-enroll every year ***online*** through the same ***Data Confirmation*** process in the [Aeries Parent Portal](#) that you completed at the beginning of the school year. This process is repeated during this window to confirm your re-enrollment for the upcoming school year. Re-enrollment completed after the specified window must be done via a paper application. Also, after the window closes, your child will no longer have priority over all other applicants, and they may be placed on a waiting list if a class is full. **Instructions on how to [re-enroll](#) can be found on our website.**

FAQ's

- 1. I don't remember my login information. How do I find that?** Your username is your e-mail address you used to create your Parent Portal account. This account is used to view 5th-8th student assignments & grades. For the lower grades, you would have created this account after you enrolled with us.
 - a. I don't remember my password. What do I do?** At the login screen, click on *Forgot Password*. An e-mail will be sent to you to reset your password.
- 2. I haven't created a Parent Portal Account yet. How do I do that?** You should have received an e-mail from April Berryman (PCOE Aeries IT contact, *not* iLearn's School Secretary). Check your junk mail, as sometimes this will get filtered into junk email folders, especially Gmail and Hotmail. If you *still* can't find the e-mail to set up your Parent Portal Account, send Kimberly Berryman, the iLearn School Secretary, an e-mail at: kberryman@placercoe.org. She will be able to send you a letter with instructions for setting up your Parent Portal account. This account will remain active until you leave our school, and will be used to re-enroll your student(s), confirm data each fall, and is also where you can view your 5th-8th grade students' grades.
- 3. I tried to complete the Intent to Return 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?** The Data Confirmation box will only appear in the window between Tuesday, January 5, 2020 and Friday, March 12, 2021. If you attempt to re-enroll before or after these dates, this box will not appear. In order to guarantee your child's spot in a class next year, Data Confirmation must be completed *in its entirety* between January 6 and March 13.

4. **Will I receive confirmation that the Intent to Return process is complete?** Yes. A confirmation message at the end of the process will display. 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 to the school office to verify that the process was completed. These two methods are your confirmations that the re-enrollment process is complete and nothing further is needed from you.
5. **If I complete the Intent to Return process during the window, is my child's spot guaranteed?** Yes.
6. **My student is a 100% Independent Study student and I would like them to participate in the Hybrid Academy next Fall. What do I need to do?**
 - a. Complete the Data Confirmation process during the re-enrollment window.
 - b. Be sure to choose 'Hybrid Academy' when choosing your program option.
 - c. As long as you complete the process during the re-enrollment period, you will be given priority in obtaining a spot in the Hybrid Academy. All students in the Hybrid Academy are given 1st priority in obtaining a spot in the next year's class.
 - d. Re-enrollment completed after the window nullifies any previous preference the student had in the Hybrid Academy.
7. **I missed the window to complete the Intent to Return. What do I need to do?** Re-enrollment after the re-enrollment window must be completed via a paper application, which can be obtained in the iLearn Academy office.
 - a. **Will my student still have priority?** No. All new and returning applications received after the 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. They will not be marked complete and added to any class/waiting list until they are complete.
 - b. **Will my student lose his/her spot in their class next year?** It is possible, *if* the class is full.
8. **What if I choose not to have my child(ren) return next year?** Notify Kimberly Berryman in the iLearn Academy office (kberryman@placercoe.org) so that she can update our records.
 - 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:** Fill out a paper application, which can be obtained from the iLearn Academy office. Please be aware that your child *may* be placed on a waiting list if a Hybrid class or our 100% Independent Study option is full.

New Students

iLearn's open enrollment period this year is from January 5 - March 12, 2021. During the open enrollment period, applications will be accepted. On the first Tuesday following the open enrollment period (March 16, 2021), applications will be counted to determine whether any grade level or program has received more applications than space is available. Should an application be submitted after the determined open enrollment period, 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 capacity, enrollment will be determined by a public random drawing. The random drawing will determine enrollment for the impacted grade level and/or programs, with the **exception of existing/returning students who will be exempt from the lottery — as long as their applications are submitted within the open enrollment time period.** 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

After the lottery process has been completed, students will be placed on a waiting list by grade level and/or program in the order in which they are drawn. The school will contact the parents/guardians via mail 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).