

Enrollment Procedure [print checklist](#)

- Create an Account** in this Enrollment Area first. Even if you are paying by check, this system will create invoices and keep track of your payments.
- Complete the **printable Student Application** (pdf) and mail. **--OR--** Complete the **online Student Application**.
- If you are only registering at this time, use the "Registration Fee" links in the left hand navigation and follow through to payment. If you would like to pay for the entire year or first quarter, simply use the left hand navigation links and continue to add to your "shopping cart".
- Print, fill out, and forward the **Record Release Form** (pdf) to the school your student most recently attended. If he or she is currently home schooled, please submit a copy of academic records to VCA.
- Mail a copy of the student's Birth Certificate and recent photo.
- Once VCA receives your application and payment, a set of diagnostics will be mailed out for you to administer to your student.
 - When the diagnostics arrive, fill out the appropriate sections at the beginning of each one.
 - Make sure to set aside a full day for the testing so that your child does not feel rushed.
 - Ensure that he or she gets a good night sleep and a good, well-rounded breakfast.
 - Be sure not to help your child with the answers so we can get an accurate assessment.
 - The test is broken into sections; if one section can't be completed, go to the next.
 - Mail all diagnostics back as soon as possible.
- Once the diagnostics have been received back at VCA, they will be scored and you will be called with the results.
- After the tuition payment in full, or the first quarter payment has been received, and the diagnostics have been scored and reviewed with a parent, the curriculum will be ordered for your student based on the diagnostic results. It will take between 2-3 weeks before your curriculum arrives.