



# Legacy Homeschool Center

Est. 1998

P.O. Box 52871, Bellevue, WA 98015

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## Registration / Class Selection Timeline – Spring 2023

### Registration

#### March 17, 2023 – (NOTE: No Legacy on this day)

Class schedule is released on the website. Families will be notified by text or email when the website is updated.

#### March 24, 2023

Class Expo from 10 AM to 1 PM

#### April 3, 2023 (Monday) – Steps to Registration

- 1) **Pre-registration email** with the registration steps will be sent to all currently enrolled families prior to the contracts being sent.
- 2) **2023-2024 Registration contracts sent** via DocuSign to all returning families and new/prior families who have attended an information meeting and have requested a registration contract.
- 3) **Upon receipt of the completed registration contract**, an invoice for the registration fee will be sent via QuickBooks.
- 4) **Upon receipt of the registration fee**, an email will be sent with the link to the Legacy Enrollment System and instructions on how to use the system. Families are encouraged to login and verify their information and become familiar with the system. *The enrollment system will not allow class selection at this time.*

*New and prior families who attend an information meeting after this date will be sent a contract upon request and will follow the same set of steps for registration.*

**NOTE:** Out-of-Grade range requests should be submitted **7 days prior** to enrolling for a class to give us time to contact the teacher and get a response. You can fill out the Out of Grade/Age Range Exception Form on our website. Out-of-grade range requests will be processed at the end of open enrollment.

### Class Selection Following Registration

#### April 19 – 21, 2023 – Returning Family - Priority

Returning family class selection.

**Registration will close at 2 PM on Friday.**

#### April 26 – May 10, 2023 – Open Enrollment

New and Prior family class selection for those who have attended an information session and completed the registration process.

**Registration will close at 2 PM on Wednesday.**



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*Class enrollments will be processed in a first come, first serve basis, unless a class becomes full, then the families will be chosen by lottery. Out-of-grade range requests will be processed last after open enrollment.*

## **May 12, 2023**

Class lists will be posted in Legacy hallways.

## **May 16 – 18, 2023**

Add / Drop open for all families. Class enrollments will be processed on a first come first served basis.

## **May 19, 2023**

Invoices sent for tuition and material fees.

## **Payments**

### **April 3, 2023**

Registration Fee Invoices sent as contracts are completed – Due upon receipt.

### **May 19, 2023**

Material fees and eight (8) weeks tuition will be invoiced.

### **May 24, 2023**

Once the invoices for the registration fee and the tuition/material fees are paid, your spot in the class is assured.