



Legacy Homeschool Center

Est. 1998

P.O. Box 52871, Bellevue, WA 98015

Registration / Class Selection Timeline – Winter/Spring 2024

Registration

March 6, 2024

Class schedule is released on the website. Families will be notified by the weekly bulletin when the website is updated.

March 22, 2024

Class Expo from 10 AM to 1 PM

Modified/shortened class meeting times to allow teachers more time at their expo tables during the lunch period.

1st hour 9:00-9:55

2nd hour 10:05-11:00

3rd hour 11:10-12:05

LONG LUNCH 12:05-1:10

4TH hour 1:15-2:10

5th hour 2:20-3:15

April 1, 2024 (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) **2024-2025 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 \$180 early 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.



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Class Selection Following Registration

April 16 – 18, 2024 – Returning Family - Priority

Returning family class selection.

Registration will close at midnight on Thursday.

April 19, 2024

Class enrollments for returning families will be processed in this order:

- 1) Board members, including out-of-grade range requests
- 2) Teachers, for the hours they teach only
- 3) Seniors & Juniors
- 4) Remaining families

The remaining families 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.

April 24 – April 30, 2024 – 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 Tuesday.

Out-of-grade range requests will be processed last after open enrollment.

May 3, 2024

Class lists will be posted in Legacy hallways.

May 3-5, 2024

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

May 13, 2024

Invoices sent for tuition and material fees.

Payment

April 1, 2024

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

May 13, 2024

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

May 17, 2024

Students dropped out of classes for non-payment of invoices.