



Registration / Class Selection Timeline – Winter/Spring 2025

Registration

March 5, 2025

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

March 28, 2025

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 12:05-1:00

4TH hour 1:10-2:05

5th hour 2:15-3:10

March 31, 2025 (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) **2025-2026 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 and Proposal System (LEAPS) 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 the class description page within LEAPS. Out-of-grade range requests will be processed at the end of open enrollment.



Legacy Homeschool Center

Est. 1998

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Class Selection Following Registration

April 14 – 16, 2025 – Returning Family - Priority

Returning family class selection.

Registration will close at midnight on Wednesday.

April 17, 2025

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 on 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 23 – April 29, 2025 – 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 2, 2025

Class lists will be posted in Legacy hallways.

May 2-4, 2025

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

May 12, 2025

Invoices sent for tuition and material fees.

Payment

March 31, 2025

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

May 12, 2025

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

May 16, 2025

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