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# Track A Flex

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# Reg-Online Registration / Parent

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- Go to  
[https://scaleeast.parentstudentportal.com/mod.php/public/registration/wizard\\_landing.php](https://scaleeast.parentstudentportal.com/mod.php/public/registration/wizard_landing.php)
- Please note Reg-Online will not work on an IPad or IPhone. The required documents will not upload.
- If at anytime you need assistance you can call our office at 888-315-4660 Monday-Friday 9am to 4pm **( Due to Covid-19 hours have changed. We are available Monday-Thursday 9am to 2pm)**
- You can also email us at [scale.admissions@scaleacadmey.org](mailto:scale.admissions@scaleacadmey.org)

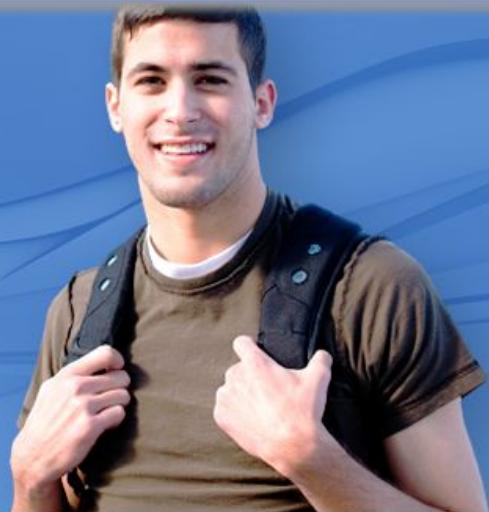
> Select Language		Bulgarian	Esperanto	Haitian Creole	Italian	Latvian	Myanmar (Burmese)	Scots Gaelic	Swahili	Welsh
Afrikaans		Catalan	Estonian	Hausa	Japanese	Lithuanian	Nepali	Serbian	Swedish	Xhosa
Albanian		Cebuano	Filipino	Hawaiian	Javanese	Luxembourgish	Norwegian	Sesotho	Tajik	Yiddish
Amharic		Chichewa	Finnish	Hebrew	Kannada	Macedonian	Pashto	Shona	Tamil	Yoruba
Arabic		Chinese (Simplified)	French	Hindi	Kazakh	Malagasy	Persian	Sindhi	Telugu	Zulu
Armenian		Chinese (Traditional)	Frisian	Hmong	Khmer	Malay	Polish	Sinhala	Thai	
Azerbaijani		Corsican	Galician	Hungarian	Korean	Malayalam	Portuguese	Slovak	Turkish	
Basque		Croatian	Georgian	Icelandic	Kurdish (Kurmanji)	Maltese	Punjabi	Slovenian	Ukrainian	
Belarusian		Czech	German	Igbo	Kyrgyz	Maori	Romanian	Somali	Urdu	
Bengali		Danish	Greek	Indonesian	Lao	Marathi	Russian	Spanish	Uzbek	
Bosnian		Dutch	Gujarati	Irish	Latin	Mongolian	Samoan	Sundanese	Vietnamese	

LOGIN SECURELY

LOG IN

CREATE ACCOUNT

START!

[Forgot my Password](#)[Forgot my Username](#)

- To create an account an email must be provided.
- An email will be sent to create a password.

SP818  Select Language ▾

# Welcome to REG-Online!

To Create an Account - Enter your email under "Create Account" and click START

- ▶ You will be sent an email with a link to create a password
- ▶ Once you have created a password you will be able to continue with the registration
- ▶ In the future, in order to access your account, you will use your **Email address as the User Name and the password that you created**
- ▶ Your email will be used as the primary address for all school communications

For assistance please call:  
(888) 315-4660 or email:  
scale.admissions@scaleacademy.org

Mon-Fri 8am - 5pm

LOGIN SECURELY

**LOG IN**

CREATE ACCOUNT

**START!**

Forgot my Password | Forgot my Username



# Welcome to REG-Online!

- To Create an Account - Enter your email under "Create Account" and click START
  - You will be sent an email with a link to create a password
  - Once you have created a password you will be able to continue with the registration
- In the future, in order to access your account, you will use your **Email address as the User Name and the password that you created**
- Your email will be used as the primary address for all school communications

**We have emailed you an invitation to continue the registration process.**

Please check your email and click on the verification link in the message.  
You will be prompted to create a password and then returned to the student registration process.

**LOGIN SECURELY****LOG IN**[Forgot my Password](#)[Forgot my Username](#)**CREATE ACCOUNT**ghostly.family@scaleacademy**START!**

For assistance please call:  
**(888) 315-4660** or email:  
[scale.admissions@scaleacademy.org](mailto:scale.admissions@scaleacademy.org)

Mon-Fri 8am - 5pm



- You will receive an email like the one you see.

School Registration Process Inbox x Print Compose

 **SCALE Leadership Academy** <clicktoreply@plsis.com>  
to me ▾ 12:01 PM (0 minutes ago) Star Reply More

Dear Prospective Student and Parent,

Thank you for your interest in SCALE Leadership Academy. We are very excited to welcome you to be a part of our virtual program. SCALE Leadership Academy is a tuition-free, independent study, public school that serves students in grades K-12. Our academic program offers a unique cutting-edge learning model and design. The program's structure and curriculum is designed to develop college ready students who are committed to academic excellence.

Please take approximately 15 - 20 minutes to complete and submit the registration packet.

**To better assist you, please indicate how you heard about our program in the comment box provided once you start your registration packet.**

We look forward to hearing from you.

Thank you,  
SCALE Leadership Academy  
888- 315- 4660  
[www.scaleacademy.org](http://www.scaleacademy.org)

**The Username/Login for this account is "[ghostly.family@scaleacademy.org](mailto:ghostly.family@scaleacademy.org)"**

To start or resume the registration process [click here](#). If you want to resume the registration process at any time you may also use the same link.

If you should have any trouble with the above link, copy the below address to your browser

[https://scale.parentstudentportal.com/mod.php/public/registration/start.php?action\[HouseholdConfirm\]&new=1&email\\_key=505bf5b98cb9ee3&utm\\_nooverride=1](https://scale.parentstudentportal.com/mod.php/public/registration/start.php?action[HouseholdConfirm]&new=1&email_key=505bf5b98cb9ee3&utm_nooverride=1)

After following the above link to create your account, your login will be your email address.

If you ever forget your password, use this link to reset it:

[https://scale.parentstudentportal.com/mod.php/public/registration/start.php?action\[StartPasswordReset\]=1](https://scale.parentstudentportal.com/mod.php/public/registration/start.php?action[StartPasswordReset]=1)

- This will take the parent to the Password page if this is a new account.
- If the parent did not complete the registration the parent will be taken to a home page where they can continue the process if items were missing.

School Registration Process Inbox X

 **SCALE Leadership Academy** <clicktoreply@plsis.com>12:01 PM (2 minutes ago) Star Reply More  
to me ▾

Dear Prospective Student and Parent,

Thank you for your interest in SCALE Leadership Academy. We are very excited to welcome you to be a part of our virtual program. SCALE Leadership Academy is a tuition-free, independent study, public school that serves students in grades K-12. Our academic program offers a unique cutting-edge learning model and design. The program's structure and curriculum is designed to develop college ready students who are committed to academic excellence.

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SCALE Leadership Academy  
888- 315- 4660  
[www.scaleacademy.org](http://www.scaleacademy.org)

**The Username/Login for this account is "[ghostly.family@scaleacademy.org](mailto:ghostly.family@scaleacademy.org)"**

To start or resume the registration process [click here](#). If  you leave the registration process at any time you may also use the same link.

If you should have any trouble with the above link, copy the below address to your browser

[https://scale.parentstudentportal.com/mod.php/public/registration/start.php?action\[HouseholdConfirm\]&new=1&email\\_key=505bf5b98cb9ee3&utm\\_nooverride=1](https://scale.parentstudentportal.com/mod.php/public/registration/start.php?action[HouseholdConfirm]&new=1&email_key=505bf5b98cb9ee3&utm_nooverride=1)

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[https://scale.parentstudentportal.com/mod.php/public/registration/start.php?action\[StartPasswordReset\]=1](https://scale.parentstudentportal.com/mod.php/public/registration/start.php?action[StartPasswordReset]=1)



## Please create a secure password!

**NOTE:** Your password must meet the following requirements:

- ▶ At least 8 characters long.
- ▶ At least one lower case letter.
- ▶ At least one upper case letter.
- ▶ At least one number.
- ▶ At least one symbol. ( ! @ # \$ % ^ & \* ( ) \_ { } [ ] < > ? )

PASSWORD

CONFIRMATION

Confirm Password

SUBMIT

[Home](#)[REG-Online](#)[Settings](#)[Log Out](#)

You do not have any currently enrolled students

If you are in the process of enrolling a student through REG Online, please click the REG Online link above to begin the process

## Ghost Household

- Parent will be directed to this page to continue the registration process.

## Step 1

### Welcome to Reg-Online

If the student is a return student the name will populate along with the ID number.

If student is new no other information will show.

**STEP 1**

**PORTAL**

**OPTIONS**

1 YOUR LOGIN Create an account 2 HOUSEHOLD Your home contacts 3 APPLICATION Fill it out! 4 FAMILY Parent/Guardians 5 DONE You're ready to go

Welcome to REG-Online!

- Please click on the next step above to continue the REG-Online process.
- It is strongly recommended you use an updated version of Mozilla Firefox, Chrome, or Internet Explorer to use this website.
- Mobile browsers are not yet fully supported.

You are logged in as [REDACTED] Log Out

**Household Dashboard**

■ This page allows you to jump to the portal of your students. Upon clicking on 'Jump To Portal' you will be directed to their Portal home page.

Students Name	ID	Link To Portal
[REDACTED]	[REDACTED]	<a href="#">Jump To Portal</a>

If your student is a return student you will see the name right here along with the students ID number.

Additional Options

- Click on the buttons below to view the extra options.

Change my Username/Email Request Withdrawal

## Step 2

All items with **red \* or x** must be completed before moving forward to the next step.

If your student is returning please insure that the information is correct.

Once the Proof of Residency is Uploaded a green check mark will appear to signify it is complete.

STEP 2

Enter your Household information below.

• All fields marked with a \* must be completed to continue.  
• This information is the primary contact information for your household. Please verify this information is up to date.  
• Your household phone number will be used as the primary number for all school telephone communications.

\* Residence Category: Permanent Housing  
A type of fixed and regular residence that is owned, rented, or sublet.

Contact Info

\* Last Name: Ghost  
\* Home Phone: (000) 000-0000  
Cell Phone: \_\_\_\_\_  
\* County: Los Angeles

Physical Address

\* Address Street: 1234 AnyStreet  
\* City: AnyCity  
\* State: CA  
\* Zip: 00000

Mailing Address

Make Same As Physical Address  
Mailing Street: 1234 AnyStreet  
Mailing City: AnyCity  
Mailing State: CA  
Mailing Zip: 00000

**SAVE HOUSEHOLD INFO**

**Proof of Residency**  
Please scan and upload a proof of residency document. We prefer a utility bill, but other bills such as cable or cell phone bills may be accepted so long as current residency address is shown. If you do not have access to a scanner, please provide a paper copy to our office. DO NOT SEND THE ORIGINAL COPY!  
Choose File | No file chosen

Note: Uploading files for existing documents will replace them. **Upload**

1 YOUR LOGIN  2 PUPILINFO  3 APPLICATION  4 FAMILY  5 LEARN  You're ready to go.

STEP 2

Enter your Household information below.

• All fields marked with a \* must be completed to continue.  
• This information is the primary contact information for your household. Please verify this information is up to date.  
• Your household phone number will be used as the primary number for all school telephone communications.

\* Residence Category: Permanent Housing  
A type of fixed and regular residence that is owned, rented, or sublet.

Contact Info

\* Last Name: Ghost  
\* Home Phone: (000) 000-0000  
Cell Phone: \_\_\_\_\_  
\* County: Los Angeles

Physical Address

\* Address Street: 1234 AnyStreet  
\* City: AnyCity  
\* State: CA  
\* Zip: 00000

Mailing Address

Make Same As Physical Address  
Mailing Street: 1234 AnyStreet  
Mailing City: AnyCity  
Mailing State: CA  
Mailing Zip: 00000

**Household information saved! Please continue to step 3 above!**

**Proof of Residency**  
Please scan and upload a proof of residency document. We prefer a utility bill, but other bills such as cable or cell phone bills may be accepted so long as current residency address is shown. If you do not have access to a scanner, please provide a paper copy to our office. DO NOT SEND THE ORIGINAL COPY!  
Choose File | No file chosen

Note: Uploading files for existing documents will replace them. **Upload**

## Step 2

Once everything is completed in this step and you have 2 green check marks. You will move to step 3.

1 YOUR LOGIN Create an account 2 HOUSEHOLD Your home contacts 3 APPLICATION Fill it out! 4 FAMILY Parent/Guardians 5 DONE You're ready to go

STEP 2

Enter your Household information below.

All fields marked with a \* must be completed to continue.

This information is the primary contact information for your household. Please verify this information is up to date.

Your household phone number will be used as the primary number for all school telephone communications.

\* Residence Category Permanent Housing  
A type of fixed and regular residence that is owned, rented, or sublet.

**Contact Info**

\* Last Name Ghost  
\* Home Phone (000) 000-0000  
Cell Phone  
\* County Los Angeles

**Physical Address**

\* Address Street 1234 AnyStreet  
\* City AnyCity  
\* State CA  
\* Zip 00000

**Mailing Address**

**Make Same As Physical Address**

Mailing Street 1234 AnyStreet  
Mailing City AnyCity  
Mailing State CA  
Mailing Zip 00000

**Household information saved! Please continue to step 3 above!**

**Proof of Residency**  
Please scan and upload a proof of residency document. We prefer a utility bill, but other bills such as cable or cell phone bills may be accepted so long as current residency address is shown. If you do not have access to a scanner, please provide a paper copy to our office. DO NOT SEND THE ORIGINAL COPY!

Choose File No file chosen

Note: Uploading files for existing documents will replace them.

Upload

## Step 3

Click on New Student Application to begin the process.

1 YOUR LOGIN Create an account

2 HOUSEHOLD Your home contacts

3 APPLICATION Fill it out!

4 FAMILY Parent/Guardians

5 DONE You're ready to go

STEP 3

Enter your **Student** information below.

- Review and complete each section below. A section missing information will have a **X**. A **✓** denotes you have completed the section.
- To update a student's information **click the Student Information button** to view each form.
- All fields marked with a **\*** are **REQUIRED** to continue.
- Each student's record must be saved individually at the bottom of each form.
- To update a student's documents **click the Student Documents button** to view.
- Review and sign any documents with a **X**. A **✓** denotes you have completed the section.
- You can always re-enter this information if something is incorrect or has changed.
- A new record can be deleted by opening the form, and confirming the delete at the bottom.
- Click on 'New Student Application' to create a brand new record'.

New Student Application

For assistance please call: (888) 315-4660 or email: [scale.admissions@scaleacademy.org](mailto:scale.admissions@scaleacademy.org)

Mon-Fri 8am - 5pm

## Step 3

In step 3, 3 key areas need to be completed.

1. Please mark Yes for Summer Session Only
2. Pre-Enroll School Track please select Track F
3. Please select the Pre-Enroll code you were provided.

Student Registration Form (2020 - 2021 school year)

Comments or Requests

\* Summer Session Only  
This registration is for Summer Session ONLY.

Yes  No

\* Pre-Enroll 1

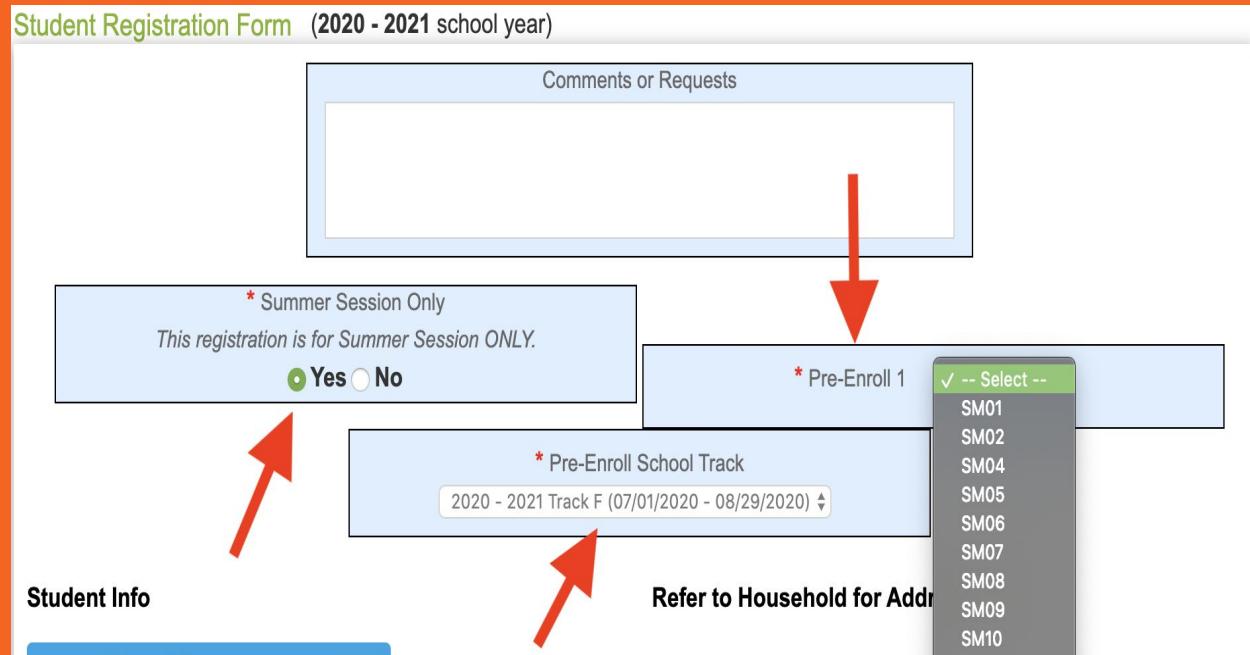
\* Pre-Enroll School Track  
2020 - 2021 Track F (07/01/2020 - 08/29/2020) ▾

Student Info

Refer to Household for Address

✓ -- Select --

- SM01
- SM02
- SM04
- SM05
- SM06
- SM07
- SM08
- SM09
- SM10



## Step 3

- Any item marked with a \* must be filled out in order to move forward.
- If the student is a return student please confirm all information is correct.

**New Student Application**

**New Student Registration Form (2018 - 2019 school year)**

\* Gradelevel KN  
(Gradelevel as of 2018 - 2019 school year)

\* Birthdate 07/01/2013

\* Birth City AnyCity

\* Birth State CA

\* Birth Country United States

\* Student Email ghostly.family@scaleac...

\* Home Phone (000) 000-0000

Home Phone Ext

Student Cell Phone

**Previous School/Enrollment Details**

\* Previous School N/A

\* Previous School Address N/A

\* Has the student ever been in special education?  
 Yes  No

\* Has the student ever had a 504 plan?  
 Yes  No

**Set All to English**

\* First Language What language did the student first learn to speak?  
English

\* Home Language What language does the student most frequently read/speak at home?  
English

\* Language Spoken by Parents to Student What language does the parent/guardian most frequently speak to the student?  
English

\* Language Spoken by Adults at Home What language is most often spoken by adults in the home?  
English

\* Fluent in English? Is the student fluent in English?  
 Yes  No

**Parent Educational Level**

\* Parent/Guardian 1 - Highest Level of Education  
College Graduate

Parent/Guardian 2 - Highest Level of Education  
-- Select --

## Step 3

- Any item marked with a  must be filled out in order to move forward.
- If the student is a return student please confirm all information is correct.

**New Student Application**

**New Student Registration Form (2018 - 2019 school year)**

\* Enrolled Less Than 3 Cumulative Years in U.S.  
*(If born outside the U.S. and its territories.)*

Yes  No

Date first enrolled in the U.S.  

\* Grade first enrolled in THIS School  

**Home Survey**

\* Access to computer at home?

Yes  No

\* Access to the internet at home?

Yes  No

**Other Enrollment Questions**

\* Migrant Education  
*Is parent/guardian employed in one or more agricultural or fishing activities on a season or other temporary basis?*

Yes  No

Migrant Education ID

\* Release: Computer Use  
*I give my child permission to use computers at school.*

**Alternative Schools Accountability Model**

\* Has been Expelled  
*Includes situations in which enforcement of the expulsion order was suspended.*

Yes  No

\* Has been Suspended *For more than 10 days in a school year.*

Yes  No

\* Wards of the court *Or dependants of the court.*

Yes  No

\* Pregnant and/or parenting

Yes  No

\* Recovered Dropout

Yes  No

\* Habitually Truant  
*Or habitually insubordinate and disorderly, and whose attendance at the school is directed by a school attendance review board (SARB) or probation officer.*

Yes  No

\* Retained *More than one in kindergarten through Grade 8.*

Yes  No

## Step 3

- Any item marked with a  must be filled out in order to move forward.
- If the student is a return student please confirm all information is correct.

### New Student Application

#### New Student Registration Form (2018 - 2019 school year)

\* Release: Computer Use

*I give my child permission to use computers at school*

Yes  No

Release: Audio and Video

*I give permission for audio/video of my child taken by the school to be used for school purposes.*

Yes  No

\* Release: Internet Access

*I give permission for my child to access the Internet at the school*

Yes  No

\* Release: Directory Info

*I give permission to include parent/guardian/caregiver names, student name, grade, address, phone numbers and e-mail address in a school directory which will be made available to all school families.*

Yes  No

\* Release: Student Picture

*I give permission for my child's picture to be used in any school publications including the newsletter, school bulletin boards, press releases, school web pages, or any other school sponsored displays.*

Yes  No

Release: Picture for Yearbook Only

*I give permission for my child's picture to be used in the school yearbook.*

Retained

More than one in kindergarten through Grade 8.

Yes  No

#### Emergency Contact Information

\* Person(s) Authorized for Pickup Hera Ghostly

\* Custody Issue Exists

Yes  No

Custody Issue Notes

\* Court order on file

Yes  No

Legal Restrictions for any parent

#### Emergency Contacts

\* Emergency Contact 1 Name Hera Ghostly

\* Emergency Contact 1 Phone (000) 000-0000

\* Emergency Contact 1 Relationship Mother

\* Emergency Contact 2 Name Zeus Ghostly

\* Emergency Contact 2 Phone (000) 000-0000

\* Emergency Contact 2 Relationship Father

## Step 3

- Any item marked with a **\*** must be filled out in order to move forward.
- If the student is a return student please confirm all information is correct.

**New Student Application**

**New Student Registration Form (2018 - 2019 school year)**

Release: Picture for Yearbook Only  
*I give permission for my child's picture to be used in the school yearbook.*

Yes  No

\* Release: Use Student Work  
*I give permission for my child's student work to be used in all school publications including the yearbook, newsletter, school bulletin boards, press releases, school web pages, or any other school sponsored displays.*

Yes  No

**Health Conditions**

\* No Known Health Conditions

Yes  No

**Conditions which may result in a classroom emergency**

\* Asthma

Yes  No

\* Bee Sting Allergy

Yes  No

\* Diabetes

Emergency Contact 2 Name

\* Emergency Contact 2 Phone

\* Emergency Contact 2 Relationship

**Other Children in Family**

Sibling 1 Name

Sibling 1 Gender

Sibling 1 Birth Year

Sibling 1 Relationship

Sibling 2 Name

Sibling 2 Gender

Sibling 2 Birth Year

Sibling 2 Relationship

Sibling 3 Name

Sibling 3 Gender

Sibling 3 Birth Year

Sibling 3 Relationship

Sibling 4 Name

## Step 3

- Any item marked with a  must be filled out in order to move forward.
- If the student is a return student please confirm all information is correct.

**New Student Application**

**New Student Registration Form (2018 - 2019 school year)**

\* Diabetes  
 Yes  No

\* Epilepsy  
 Yes  No

\* Heart Condition  
 Yes  No

\* Seizures  
 Yes  No

\* Nut Allergy  
 Yes  No

**Conditions Which Affect Hearing**

\* Known Hearing Problem  
 Yes  No

\* Preferential Seating  
 Yes  No

\* Wears Hearing Aid  
 Yes  No

Sibling 4 Name   
Sibling 4 Gender

Sibling 4 Birth Year

Sibling 4 Relationship

Sibling 5 Name   
Sibling 5 Gender

Sibling 5 Birth Year

Sibling 5 Relationship

**Immunization Information**

**Vaccination History**

Please enter each Date Vaccine Dose Was Given

Polio Dose 1

Polio Dose 2

Polio Dose 3

Polio Dose 4

Polio Dose 5

DTP Dose 1

## Step 3

- Any item marked with a  must be filled out in order to move forward.
- If the student is a return student please confirm all information is correct.

**New Student Application**

**New Student Registration Form (2018 - 2019 school year)**

**Conditions Which Affect Vision**

\* Known Eye Condition  
 Yes  No

\* Glasses to be worn at all times  
 Yes  No

\* Wears Contact Lenses  
 Yes  No

\* Wears Glasses  
 Yes  No

**Health Information**

\* Medications

\* Other Health Condition

\* Medical Instructions

**Insurance**

Health Insurance Carrier

Insurance ID or Policy #

DTP Dose 2

DTP Dose 3

DTP Dose 4

DTP Dose 5

DTP Booster

MMR Dose 1

MMR Dose 2

HIB Dose 1

HIB Dose 2

HIB Dose 3

HIB Dose 4

Hepatitis B Dose 1

Hepatitis B Dose 2

Hepatitis B Dose 3

Varicella Dose 1

## Step 3

- Any item marked with a  must be filled out in order to move forward.
- If the student is a return student please confirm all information is correct.

New Student Application

New Student Registration Form (2018 - 2019 school year)

**Physician**

Physician Name

Physician Address

Physician Phone

Hepatitis A Dose 1  

Hepatitis A Dose 2  

**TB History**

**TB Skin Test 1**

TB Skin Test 1 Type

TB Skin Test 1 Date Given  

TB Skin Test 1 Date Read  

TB Skin Test 1 MM Indur

TB Skin Test 1 Impression

Yes  No

TB Skin Test 2 Type

TB Skin Test 2 Date Given  

TB Skin Test 2 Date Read  

TB Skin Test 2 MM Indur

TB Skin Test 2 Impression

Yes  No

## Step 3

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New Student Application

New Student Registration Form (2018 - 2019 school year)

**Chest X-Ray**

(If required due to results of TB test)

Chest X-Ray Film Date  

Chest X-Ray Impression

Yes  No

Chest X-Ray Non-Communicable

Yes  No

Status of Requirements

-- Select -- 

Status of Requirements Date  

**Vision**

Additional Vision  -- Select -- 

Additional Vision Date  

**Scoliosis**

Additional Scoliosis  -- Select -- 

Additional Scoliosis Date  

## Step 3

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New Student Application

New Student Registration Form (2018 - 2019 school year)

**Hearing**

Additional Hearing

Additional Hearing Date  

**CHDP**

Additional CHDP

Additional CHDP Date  

**Dental Exam**

Additional Dental Exam

Additional Dental Exam Date  

**Physical Exam**

Physical Examination Result

Physical Examination Date  

**Documentation**

Documentation

## Step 3

- Any item marked with a  must be filled out in order to move forward.
- If the student is a return student please confirm all information is correct.
- Once done click **SAVE NEW STUDENT RECORD**.

New Student Application

New Student Registration Form (2018 - 2019 school year)

Additional CHDP

Additional CHDP Date  

**Dental Exam**

Additional Dental Exam

Additional Dental Exam Date  

**Physical Exam**

Physical Examination Result

Physical Examination Date  

**Documentation**

Documentation

Documentation Date  

**7th Grade Entry**

7th Grade Entry

7th Grade Entry Date  

 **SAVE NEW STUDENT RECORD**

## Step 3

- Green check mark is complete
- Red X is incomplete
- Once Student Information has been completed the students documents will need to be completed.

1 YOUR LOGIN Create an account  2 HOUSEHOLD Your home contacts  3 APPLICATION Fill it out!  4 FAMILY Parent/Guardians  5 DONE You're ready to go 

STEP 3

Enter your **Student** information below.

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▪ To update a student's information click the **Student Information** button to view each form.

▪ All fields marked with a  are **REQUIRED** to continue.

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▪ To update a student's documents click the **Student Documents** button to view.

▪ Review and sign any documents with a . A  denotes you have completed the section.

▪ You can always re-enter this information if something is incorrect or has changed.

▪ A new record can be deleted by opening the form, and confirming the delete at the bottom.

**Ares Ghostly**

 **Student Information**

 **Student Documents**

 **Complete**

 **Incomplete**

▪ Click on 'New Student Application' to create a brand new record'.

**New Student Application**

For assistance please call: (888) 315-4660 or email: [scale.admissions@scaleacademy.org](mailto:scale.admissions@scaleacademy.org)

Mon-Fri 8am - 5pm

## Step 3

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- All forms need to be completed.
- A green check mark will appear once the form has been completed and uploaded.
- All documents will need to be opened viewed and signed.
- All documents have a link to the form for you to read, download, print, and keep for your records.

**Student Information** **Student Documents**

**2020 School Course Selection**  
Signature required. Please print the form: complete, and upload under the required document titled Master Agreement. If you need assistance with this item please reach out to SCALE and we will be more then happy to assist you.

**Audio/Video/Photo Directory Waiver Release Form**  
AUDIO/VIDEO/PHOTO/DIRECTORY WAIVER RELEASE FORM

**Emergency Card Agreement**  
Signature required to confirm all information supplied in the emergency card is correct to the best of their knowledge.

**Enrollment Certification**  
Signature required to confirm all information supplied in the enrollment form is correct to the best of their knowledge. Please print the form: complete, and upload under the required document titled Master Agreement. If you need assistance with this item please reach out to SCALE and we will be more then happy to assist you.

**IEP Services Waiver**  
Signature required. Please print the form: complete, and upload under the required document titled Master Agreement. If you need assistance with this item please reach out to SCALE and we will be more then happy to assist you.

**Physical Liability Form**  
Physical education waiver and release of liability.

**Birth Certificate**  
Please scan and upload a copy of your student's Birth Certificate. If you do not have access to a scanner, please provide a paper copy to our office. DO NOT SEND THE ORIGINAL COPY!

**Immunizations**  
Please scan and upload a copy of your student's Immunizations. If you do not have access to a scanner, please provide a paper copy to our office. DO NOT SEND THE ORIGINAL COPY!

**Master Agreement**  
PLEASE READ THE FOLLOWING! Print or download the Master Agreement the link is located in the Enrollment Certification. Once completed you can scan or take a photo and upload the file. Only one Master Agreement needs to be completed for the students grade level and Track. If you are unsure which Track to apply for please reach out to us and we will be more then happy to assist you.

**Note:** Uploading files for existing documents will replace them. **Upload**

## Step 3

For the 2020 School Course Selection you will need to:

1. Click the viewable link. Download the form and complete. This can be done in paper or as a PDF. **THE FORM CANNOT BE COMPLETED ON THE REQUIRED SIGNATURE PAGE.**
2. Once completed please upload it to the upload document area. Once completed please upload it to the upload document area. You can take a picture and upload as a jpg, jpeg, pdf, or doc.
3. You do have the option of emailing or faxing the forms to SCALE East.

**2020 School Course Selection**  
Signature required. Please print the form: complete, and upload under the required document titled Master Agreement. If you need assistance with this item please reach out to SCALE and we will be more than happy to assist you.

**Sign**

**2020 - 2021 2020 School Course Selection**

Track A Flex 2020 School Course Selection:  
Viewable Link: [Track A Flex 2020 School Course Selection](#)

(Review Form. Please click link for downloadable form.)  
Signature required. Please print the form: complete, and upload under the required document titled Master Agreement. If you need assistance with this item please reach out to SCALE and we will be more than happy to assist you.

Track A 2020 School Course Selection

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_  
Parent Name: \_\_\_\_\_ Parent Phone Number: \_\_\_\_\_  
Parent Email: \_\_\_\_\_ Student Email: \_\_\_\_\_

Students will either be enrolled in our Flex Sports or Flex Academic program during the Track A.

**Flex Sports**  
Students who participate in our sports program will be required to complete a health course in addition to his/her sports training.  
HealthFlex  
Academic

Please select the course(s) you would like your student to be enrolled in during the Track-A Flex. The maximum number of courses a student can take during the Track A Flex is 2 courses. Please be mindful A courses are semester 1 and B courses are semester 2.

**High School**

English 9A  
 English 9B  
 English 10A  
 English 10B  
 English 11A  
 English 11B  
 English 12A  
 English 12B  
 Int. Math 1A  
 Int. Math 1B  
 Int. Math 2A  
 Int. Math 2B  
 Int. Math 3A  
 Int. Math 3B  
 HS Health  
 Biology A  
 Biology B  
 Chemistry A

**2020 - 2021 2020 School Course Selection**

Economics  
Government  
Spanish 1A  
Spanish 1B  
Spanish 2A  
Spanish 2B

By signing below, all parties have acknowledged that the student will be enrolled in the course selected above:

Print Student Name	Student Signature	Date
Print Parent Name	Parent Signature	Date

**Sign Here**

Print Parent/Guardian Name: \_\_\_\_\_ Signature Date: 05/12/2020

**Sign Here**

Print Student Name: \_\_\_\_\_ Signature Date: 05/12/2020

**Submit Agreement**

## Step 3

To view the document click on the viewable link in blue. This will open a window to the form/document.

Once signed and submitted the document will receive a green check mark stating that it is completed. As seen in on page 28.

2018 - 2019 Audio/ Video/ Photo/ Directory Waiver Release Form

Student Name: Ghostly, Ares

AUDIO/VIDEO/PHOTO/DIRECTORY WAIVER RELEASE FORM

[Viewable Link: Waiver Release Form](#)

(Click the "accept" button when viewing the link to download the file)

To protect the privacy and safety of SCALE Leadership Academy, the subsidiary schools, and affiliate learning center students, personal information about student (such as student home addresses, e-mail addresses and phone numbers) will not be published on any SCALE web page or disseminated to any organizations or media outlets under any circumstances.

Student names, photos of students, audio or video recordings of students and/or student work may be published on official school newsletters or web pages, or shared with school approved news media, organizations or web services, with parental consent.

Please note that no permission is required for large group photos in which the students are not individually identified.

Release: I hereby grant SCALE Leadership Academy, the subsidiary schools, and affiliate learning centers the right to use and reproduce any and all photographs, video clips, and/or audio clips taken of my child in conjunction with their involvement at SCALE Leadership Academy, and the subsidiary schools, and affiliate learning centers in any school newsletters, brochures, web sites, instructional materials, flyers and publications, or any outside school approved publications such as newspaper, magazines, web sites promoting the school or reporting on activities associated with the school.

I authorize SCALE Leadership Academy, the subsidiary schools, and affiliate learning centers the use of such images without my inspection or approval of the finished version(s) of such images including written copy that may be created in connection therewith.

Consent is also granted for any use of my child's name in any part of those publications listed above. I understand that photos/audio/video used by the school for the reasons stated above, are considered the property of SCALE Leadership Academy and may not be sold or reused without the express consent of school officials or administration. I understand that there is no monetary compensation for use of my child's image and that this waiver/release is good for the entire time that my child is enrolled at the school.

I have read this document and am fully aware of the consent and implications, legal, and otherwise.

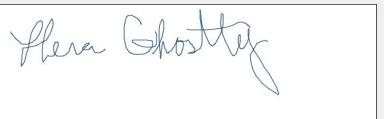
2018 - 2019 Audio/ Video/ Photo/ Directory Waiver Release Form

Student Name: Ghostly, Ares

AUDIO/VIDEO/PHOTO/DIRECTORY WAIVER RELEASE FORM

Consent is also granted for any use of my child's name in any part of those publications listed above. I understand that photos/audio/video used by the school for the reasons stated above, are considered the property of SCALE Leadership Academy and may not be sold or reused without the express consent of school officials or administration. I understand that there is no monetary compensation for use of my child's image and that this waiver/release is good for the entire time that my child is enrolled at the school.

I have read this document and am fully aware of the consent and implications, legal, and otherwise.



Print Parent/Guardian Name: Hera Ghostly

Signature Date: 12/13/2018



Print Student Name: Ares Ghostly

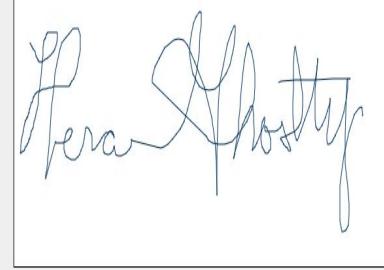
Signature Date: 12/13/2018

[Submit Agreement](#)

2018 - 2019 Emergency Card Agreement

Student Name: Ghostly, Ares

Please sign to authorize school personnel to arrange for any necessary emergency medical/surgical/treatment or procedure in my absence, for my child.



Print Parent/Guardian Name: Hera Ghostly

Signature Date: 12/13/2018



Print Student Name: Ares Ghostly

Signature Date: 12/13/2018

[Submit Agreement](#)

Enrollment Certification

## Step 3

### Example of Viewable Link



#### SCALE Leadership Academy

New Student Enrollment Form

#### AUDIO/VIDEO/PHOTO/DIRECTORY WAIVER RELEASE FORM

To protect the privacy and safety of SCALE Leadership Academy, the subsidiary schools, and affiliate learning center students, personal information about student (such as student home addresses, e-mail addresses and phone numbers) will not be published on any SCALE web page or disseminated to any organizations or media outlets under any circumstances.

Student names, photos of students, audio or video recordings of students and/or student work may be published on official school newsletters or web pages, or shared with school approved news media, organizations or web services, with parental consent.

Please note that no permission is required for large group photos in which the students are not individually identified.

Release: I hereby grant SCALE Leadership Academy, the subsidiary schools, and affiliate learning centers the right to use and reproduce any and all photographs, video clips, and/or audio clips taken of my child in conjunction with their involvement at SCALE Leadership Academy, and the subsidiary schools, and affiliate learning centers in any school newsletters, brochures, web sites, instructional materials, flyers and publications, or any outside school approved publications such as newspaper, magazines, web sites promoting the school or reporting on activities associated with the school.

I authorize SCALE Leadership Academy, the subsidiary schools, and affiliate learning centers the use of such images without my inspection or approval of the finished version(s) of such images including written copy that may be created in connection therewith.

Consent is also granted for any use of my child's name in any part of those publications listed above. I understand that photos/audio/video used by the school for the reasons stated above, are considered the property of SCALE Leadership Academy and may not be sold or reused without the express consent of school officials or administration.

I understand that there is no monetary compensation for use of my child's image and that this waiver/release is good for the entire time that my child is enrolled at the school.

SENT BY  
SCALE Leadership Academy

DATE SENT  
2:49 PM

Type Adobe PDF (pdf)  
Pages 1  
Size 109 KB

[Download](#)

[Report Abuse](#)

## Step 3

1. Click the viewable link for your program. **YOU DO NOT NEED TO FILL OUT BOTH MASTER AGREEMENTS.** **If you are unsure which to complete please feel to reach out to SCALE East or your Coordinator.** Download the form and complete. This can be done in paper form or as a PDF.
2. Once completed please upload it to the upload document area. You can take a picture and upload as a jpg, jpeg, pdf, or doc.
3. You do have the option of emailing or faxing the forms to SCALE East.

Once signed and submitted the document will receive a green check mark stating that it is completed. As seen in on page 28.

2018 - 2019 Enrollment Certification

Student Name: Ghostly, Ares

Please review the information below, then sign at the bottom.

**Student Registration Form 2018 - 2019**

First Name: Ares	Middle Name:	Last Name: Ghostly	Suffix:		
Alias First Name:	Alias Middle Name:	Alias Last Name:	Alias Suffix:		
Gender: M	Grade/level: 9th/10th/11th/12th	Birthdate: 07/01/2013	Birth City: AnyCity	Birth State: CA	Birth Country: US
Physical Address					
Street Address: 1234 AnyStreet	City: AnyCity	State: CA	Zip: 00000	Permanent Housing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Mailing Address					
Home Phone: (000) 000-0000	Cell Phone: (000) 000-0000	City: AnyCity	State: CA	Zip: 00000	County of Residence: Los Angeles
School District of Residence:					
E-mail Address: ghostly.family@realacademy.org					
Previous School/Enrollment Details					
Name of Previous School: N/A	Address of Previous School: N/A				
Date first enrolled in the U.S.:					
Grade first enrolled in this school: 0					
Ethnicity * New federal ethnicity and race data collection/reporting requirements beginning in 2009-2010 require all students to identify their ethnicity from the 2 choices below:					
Is this student Hispanic or Latino? <input checked="" type="checkbox"/> Yes, Hispanic or Latino <input type="checkbox"/> No					
Race * In addition to ethnicity, at least one race must also be selected below:					
<input type="checkbox"/> American Indian or Alaskan Native		<input type="checkbox"/> White			
A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.		A person having origins in any of the original peoples of Europe (including South/Central America), the Middle East, or North Africa.			
<input type="checkbox"/> Black or African American		<input type="checkbox"/> Black or African American			
A person having origins in any of the black racial groups of Africa.		A person having origins in any of the black racial groups of Africa.			
<input type="checkbox"/> Middle Eastern		<input type="checkbox"/> Middle Eastern			
<input type="checkbox"/> Asian		<input type="checkbox"/> Pacific Islander			
<input type="checkbox"/> Asian Indian		<input type="checkbox"/> Guamanian			
<input type="checkbox"/> Cambodian		<input type="checkbox"/> Hawaiian			
<input type="checkbox"/> Chinese		<input type="checkbox"/> Laotian			
<input type="checkbox"/> Filipino		<input type="checkbox"/> Vietnamese			
<input type="checkbox"/> Japanese		<input type="checkbox"/> Other Asian			
<input type="checkbox"/> Korean		<input type="checkbox"/> Tahitian			
<input type="checkbox"/> Vietnamese		<input type="checkbox"/> Other Pacific Islander			
Home Language Survey					
What language did the student first learn to speak? English			What language does the student most frequently read/speak at home? English		
What language does the parent/guardian most frequently speak to the student? English			What language is most often spoken by adults in the home? English		
Is the student fluent in English? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Alternative Schools Accountability Model					
Expelled (Ed. Code 48925(b)) including situations in which enforcement of the expulsion order was suspended (Ed. Code 48917) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Suspended (Ed. Code 48925(d)) more than 10 days in a school year <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Wards of the court (WIC 601 or 602) or dependents of the court (WIC 300 or 654) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Pregnant and/or parenting <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Recovered Dropout <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Habitually truant (Ed. Code 48262) or habitually insubordinate and disorderly (Ed. Codes 48283), and whose attendance at the school is directed by a school attendance review board (SARB) or probation officer (Ed. Code 48263) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Retained more than once in kindergarten through grade 8. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
APLUS+ Schools Home Survey					
Does the student have access to a computer at home? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Does the student have access to the Internet from home? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Parent/Guardian Release					
Student is allowed to use computers at school <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Student allowed to access the Internet at school <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Permission to include student information in the School Directory <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Grant permission to use pictures of the student for school purposes <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Grant permission to use pictures of the student in Yearbook ONLY <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					

2018 - 2019 Enrollment Certification

Student Name: Ghostly, Ares

Race \* In addition to ethnicity, at least one race must also be selected below:

<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> White				
A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	A person having origins in any of the original peoples of Europe (including South/Central America), the Middle East, or North Africa.				
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Black or African American				
A person having origins in any of the black racial groups of Africa.	A person having origins in any of the black racial groups of Africa.				
<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Middle Eastern				
<input type="checkbox"/> Asian	<input type="checkbox"/> Pacific Islander				
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Guamanian				
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Hawaiian				
<input type="checkbox"/> Chinese	<input type="checkbox"/> Laotian				
<input type="checkbox"/> Filipino	<input type="checkbox"/> Vietnamese				
<input type="checkbox"/> Japanese	<input type="checkbox"/> Other Asian				
<input type="checkbox"/> Korean	<input type="checkbox"/> Tahitian				
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other Pacific Islander				
Home Language Survey					
What language did the student first learn to speak? English					
What language does the student most frequently read/speak at home? English					
What language does the parent/guardian most frequently speak to the student? English					
What language is most often spoken by adults in the home? English					
Is the student fluent in English? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Alternative Schools Accountability Model					
Expelled (Ed. Code 48925(b)) including situations in which enforcement of the expulsion order was suspended (Ed. Code 48917) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Suspended (Ed. Code 48925(d)) more than 10 days in a school year <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Wards of the court (WIC 601 or 602) or dependents of the court (WIC 300 or 654) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Pregnant and/or parenting <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Recovered Dropout <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Habitually truant (Ed. Code 48262) or habitually insubordinate and disorderly (Ed. Codes 48283), and whose attendance at the school is directed by a school attendance review board (SARB) or probation officer (Ed. Code 48263) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Retained more than once in kindergarten through grade 8. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
APLUS+ Schools Home Survey					
Does the student have access to a computer at home? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Does the student have access to the Internet from home? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Parent/Guardian Release					
Student is allowed to use computers at school <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Student allowed to access the Internet at school <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Permission to include student information in the School Directory <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Grant permission to use pictures of the student for school purposes <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Grant permission to use pictures of the student in Yearbook ONLY <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					

MASTER AGREEMENT FORM

Viewable Links:

[Track A Flex Academic Master Agreement](#)

[Track A Flex Sport Master Agreement](#)

Signature required to confirm all information supplied in the enrollment form is correct to the best of their knowledge. Please print the form; complete, and upload under the required document titled Master Agreement. If you need assistance with this item please reach out to SCALE and we will be more than happy to assist you. Please sign in the box provided using your mouse or a digital pen attached to this computer. Thank you.

Sign Here

Print Parent/Guardian Name: \_\_\_\_\_

Signature Date: 05/12/2020

Sign Here

Print Student Name: \_\_\_\_\_

Signature Date: 05/12/2020

Submit Agreement

## Step 3

For the 2020-2021 IEP Services Waiver you will need to:

1. Click the viewable link. Download the form and complete. This can be done in paper or as a PDF. **THE FORM CANNOT BE COMPLETED ON THE REQUIRED SIGNATURE PAGE.**
2. Once completed please upload it to the upload document area. Once completed please upload it to the upload document area. You can take a picture and upload as a jpg, jpeg, pdf, or doc.
3. You do have the option of emailing or faxing the forms to SCALE East.

Once signed and submitted the document will receive a green check mark stating that it is completed. As seen in on page 28.

 **IEP Services Waiver**  
Signature required. Please print the form: complete, and upload under the required document titled Master Agreement. If you need assistance with this item please reach out to SCALE and we will be more then happy to assist you.

**2020 - 2021 IEP Services Waiver** X

**Track A Flex IEP Services Waiver**

[Click viewable link: IEP Waiver](#)  
(Preview Form. Please click link for downloadable form.)

*Signature required. Please print the form: complete, and upload under the required document titled Master Agreement. If you need assistance with this item please reach out to SCALE and we will be more then happy to assist you.*

**Track A Flex IEP Services Waiver**

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_ agree to waive IEP Services during the Track A Flex session (July 01, 2020 - August 10, 2020). I acknowledge that Track A Flex session does not require the full support of the IEP. This waiver is for the aforementioned dates only. All services/accommodations as per the student's IEP will resume at the end of the aforementioned dates.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_

**Sign Here**

Print Parent/Guardian Name:  Signature Date  05/12/2020

## Step 3

To view the document click on the viewable link in blue. This will open a window to the form/document.

Once signed and submitted the document will receive a green check mark stating that it is completed. As seen in on page 28.

 **Physical Liability Form** Sign

**Physical education waiver and release of liability.**

**2018 - 2019 Physical Liability Form** Student Name: Ghostly, Ares



**PHYSICAL EDUCATION WAIVER AND RELEASE OF LIABILITY**

Viewable Link: [Physical Liability Form](#)

(Click the "accept" button when viewing the link to download the file)

I understand that participation in any of the physical education activities offered by SCALE Leadership Academy (SLA), the subsidiary schools, and affiliate learning centers pose a risk of bodily injury. I confirm that my child is physically able to participate in such activities.

Waiver of Claims and Release of Liability: By signing or agreeing to the SLA Release of Liability & Waiver Form, I am voluntarily and knowingly waiving any and all claims I have or come to believe I have in connection with my child's participation in physical education activities offered by SCALE Leadership Academy, the subsidiary schools, and affiliate learning centers. I further release SCALE Leadership Academy, the subsidiary schools, and affiliate learning centers and its employees, volunteers, and Board members from any and all liability for their acts in connection with the same.

First Aid and Emergency Medical Treatment: I acknowledge there may be occasions during which my child is injured and medical treatment may be deemed necessary. I do hereby give my permission for qualified personnel to provide my child with appropriate medical treatment, especially in an emergency situation. Copies of the SLA Release of Liability & Waiver Form shall be as valid as an original, even though the photocopy does not contain an original signature.



Print Parent/Guardian Name: Hera Ghostly Signature Date: 12/13/2018



Print Student Name: Ares Ghostly Signature Date: 12/13/2018

**Submit Agreement**

# REQUIRED DOCUMENTS

## Step 3

All 3 documents are required. You can add the IEP Waiver and 2020 Course selection form to any of the document uploads. A scan of photo is acceptable.

- The MA is the most important document we need. If we do not have this document the student cannot be enrolled.

Once your files have been chosen please click Upload. You will receive a green check mark indicating the documents are complete.

From here if you would like to add another student click New Student Application. Siblings can all be added on the same account. You do not need to make a new account.

**Birth Certificate**  
Please scan and upload a copy of your student's Birth Certificate. If you do not have access to a scanner, please provide a paper copy to our office. DO NOT SEND THE ORIGINAL COPY!

**Immunizations**  
Please upload a copy of your student's immunization card. DO NOT SEND THE ORIGINAL COPY!

**Master Agreement**  
Please print or download the Master Agreement the link is located in the Enrollment Certification. Once completed you can scan or take a photo and upload the file.

**Note:** Uploading files for existing documents will replace them. **Upload**

**STEP 3**

1 YOUR LOGIN  Create an account   
2 HOUSEHOLD  Your home contacts   
3 APPLICATION  Fill it out   
4 FAMILY  Parent/Guardians   
5 DONE

Enter your Student information below.

- Review and complete each section below. A section missing information will have a **X**. A **✓** denotes you have completed the section.
- To update a student's information click the **Student Information** button to view each form.
- To update a household's information click the **Household** button to view each form.
- Each student's record must be saved individually at the bottom of each form.
- To update a student's documents click the **Student Documents** button to view.
- Review and sign any documents with a **X**. A **✓** denotes you have completed the section.
- You can always re-enter this information if something is incorrect or has changed.
- A new record can be deleted by opening the form, and confirming the delete at the bottom.

**Ares Ghostly** **Student Information** **Student Documents** **Complete**

• Click on 'New Student Application' to create a brand new record.

**New Student Application**

For assistance please call: (909)287-7993 or email: [admissions@scaleacademy.org](mailto:admissions@scaleacademy.org)  
Mon-Fri 8am - 5pm

## Step 4

If you are a new parent click Add Parent and complete all information. All items with a **red \*** must be completed or you will not be able to move forward.

If your student is a return student please review the information to insure it is correct.

1 YOUR LOGIN Create an account ✓

2 HOUSEHOLD Your home contacts ✓

3 APPLICATION Fill it out! ✓

4 FAMILY Parent/Guardians ✓

5 DONE You're ready to go ✓

**STEP 4**

Enter your Parent/Guardian/Caregiver Information below.

- All fields marked with a **\*** must be completed to continue.
- We may need this information in the event of an emergency.
- You must provide us with information about at least 1 family member.
- A record can be deleted by opening the form, and confirming the delete at the bottom.

**Add Parent/Guardian**

For assistance please call: (888) 315-4660 or email: [scale.admissions@scaleacademy.org](mailto:scale.admissions@scaleacademy.org)

Mon-Fri 8am - 5pm

**Hera Ghostly - Mother** Update Information

**Primary Parent/Guardian**  
 Yes  No

**Lives with Student**  
 Yes  No

**Parent/Guardian Info**

\* First Name: Hera  
\* Last Name: Ghostly  
\* Relationship to Student: Mother  
Education Level: College Graduate  
\* Home Phone: (0000) 000-0000  
Home Phone Ext: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
\* Email: ghostly.family@scaleaci

**Refer to Household for Address**

**Military Active Duty**

Military Active Duty  
 Yes  No

**Military Branch**

**Duty Station**

**Work Address**

Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Work Phone Ext: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Work City: \_\_\_\_\_  
Work State: CA   
Work Zip: \_\_\_\_\_

**SAVE GUARDIAN RECORD**

## Step 5

Once everything is completed with 5 green check marks. You will receive a confirmation email letting you know steps have been complete and SCALE East has been notified of your application.

If you have any questions please feel free to reach out to SCALE East. We are more than happy to help.

1 YOUR LOGIN Create an account 2 HOUSEHOLD Your home contacts 3 APPLICATION Fill it out! 4 FAMILY Parent/Guardians 5 DONE You're ready to go

**Registration Complete!**

- We will review every application.
- You will be contacted if extra information is required.
- If you have any questions please call: (909)287-7993 or email: [admissions@scaleacademy.org](mailto:admissions@scaleacademy.org).

Print a confirmation for each student by clicking each link below.

[Ghostly, Ares](#) [Ghostly, Athena](#) [Ghostly, Hephaestus](#)

For assistance please call: (888) 315-4660 or email: [scale.admissions@scaleacademy.org](mailto:scale.admissions@scaleacademy.org)

Mon-Fri 8am - 5pm