



ENROLLMENT FOR NEW STUDENTS (for students who have applied and been accepted)

1. Click the link emailed to you to access the [Family Portal](#). **You will need to create a new login and password. This will be your permanent account login with CVCA.**
2. Select [Create New Family Portal Account](#) and follow the directions.
3. Check your email and click the verification link to finish creating your account.
4. Return to the [Family Portal](#) and log-in using your new username and password along with the district code **CN-CA**.
5. Once logged in, choose “Enrollment / Reenrollment” on the left hand side.
6. Choose “Click Here to open Enrollment” and select your student from the list.
7. Complete the enrollment paperwork and hit “Submit” when completed.
8. You will be contacted to submit additional documentation (see below).

RE-ENROLLMENT FOR RETURNING STUDENTS or ENROLLMENT FOR FAMILIES WITH EXISTING PARENT PORTAL ACCOUNTS

1. Log in to your existing [Family Portal](#) account using your information and the district code **CN-CA**.
2. Once logged in, choose “Enrollment / Re-Enrollment” on the left hand side.
3. Choose “Click Here to open Enrollment” and select your student from the list.
4. Complete the enrollment paperwork and hit “Submit” when completed.

BESIDES THE ENROLLMENT / REENROLLMENT PACKET, THE FOLLOWING DOCUMENTATION IS REQUIRED (BOLDED ITEMS HAVE TO BE IN PLACE BEFORE A STUDENT MAY ATTEND CLASS):

1. **Registration Fee**
2. **Birth Certificate**
3. **Immunization Record - for more info, see www.shotsforschool.org/k-12**
4. Authorization of release of records from previous school
5. Physical (for new students, 7th graders, and 9th graders)
6. TB Test within the last 4 years or a physician's documentation of "no risk factors"
7. For students who will have a vehicle on campus, a copy of their driver's license and evidence of insurance

REGISTRATION FORMS

www.cvcaonline.net/forms

UNIFORMS ARE AVAILABLE THROUGH LANDS END AND FRENCH TOAST

www.cvcaonline.net/uniforms