



Enrollment Process



Step 1

**COMPLETE THE TCLA INTEREST FORM
(STUDENT/PARENT)**

Critical information and enrollment steps will be sent to the parent email address provided on this form.

Step 2

**COMPLETE PRE-ENROLLMENT STEPS RECEIVED VIA
EMAIL (PARENT)**

This includes a review of policies/procedures, student/parent expectations and completion of TCLA Contract.

Step 3

**HOME DISTRICT ADMINISTRATION APPROVAL
(TCLA ADMIN)**

After completing the steps for pre-enrollment, administration will review the candidate to ensure proper educational placement.

Step 4

WELCOME TO TCLA!

If approved for TCLA, a Welcome to TCLA email will be sent and a course plan will be created.

NOTICE: A student is NOT enrolled into TCLA until the *Welcome to TCLA* email has been sent to the parent email. The approval process can take 1-2 weeks.