

All families wishing to enroll at Horizon Charter Schools can click [Enroll Now](#) on the website [www.horizoncharterschools.org](http://www.horizoncharterschools.org) Step-by-step directions are listed below. Contact us with any questions.

*Students must reside in El Dorado, Nevada, Placer, Sacramento, Sutter or Yuba County to enroll in Horizon Charter Schools.*

1. To Create an Account – Enter your email address towards the bottom-middle of the page 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 process.
  - In the future, in order to access your account, you will use your email address as the User Name and the password that you create.
  - Your email will be used as the primary address for all school communications so please be sure to use an email you check daily.
2. Upon receipt of your application, the Admissions Team will review your documents. Once all documents have been received and your application is complete, it will be processed. Staff from the Admissions Team will call or email to follow-up on missing documents.

### Required Enrollment Documents

1. **Legal Proof of Age:** Birth certificate, passport, etc.
2. **Proof of Residency:** We need proof that you reside in one of the six counties we serve. Please submit a copy of a utility bill (cable, gas), lease agreement or tax bill. If you share a residence, please complete the [shared residence form](#).
3. **Immunization and Health Records:** All students must submit a copy of their immunization record
4. **Oral and Health Records:** For students in Transitional Kindergarten (TK), Kindergarten (K) & 1<sup>st</sup> grades Complete the [oral health form](#) and this [CHDP health form](#).
5. **Academic Records:** If mid-year, please submit progress grades from current school. Students applying for grades 8 through 12, must submit copies of academic records. Please see the requirements below:
  - **For grade 8:** Submit a copy of your most recent report card.
  - **For grade 9:** If you are applying for high school grade 9, either submit a copy of your most recent report card (if this will be your first ninth-grade enrollment) or a copy of your high school transcript (if you have already attended some ninth grade).
  - **For grades 10, 11, or 12:** Submit a copy of your high school transcript.
6. **Copy of 504 plan or current IEP** (if applicable).

Once your application is complete, you will be notified by the Admissions Team and assigned a Supervising Teacher (ST). The ST will contact you in 1-2 school days to set up a time for your initial meeting.

If you’d like to request a specific ST, please note this on the application.

**Additional questions?** Contact us at 916.408-5210 or [admissions@hcs.k12.ca.us](mailto:admissions@hcs.k12.ca.us)