Checklist for Boarding Students and their Families

To Enroll/Re-enroll

☐ **Complete Intent to Enroll Form**
Please complete the 2023-2024 Intent to Enroll online form first.

☐ **Review and Sign Contract**
For Returning Students - please sign the contract and submit your deposit **by March 10.**

For New Students - please sign the contract and submit your deposit **by April 10.**

☐ **Pay the Tuition Deposit**
Please note that if you pay your deposit by check, this will be marked as completed once the check has been received.

Once Enrolled/Re-enrolled

☐ **Create your My Cheshire Parent Portal Account and Review/Update Contact Information**
Shortly after enrolling, parents and guardians will receive an email with the subject line "Connect to Cheshire Academy" which will guide you through the My Cheshire parent portal account setup. Please review and update your contact information on the portal, including student, parents/guardians, and consultant phone numbers and email addresses. Please contact Ms. Iadarola in the Academic Office if you have any questions.

☐ **Complete Student's Course Registration**
Check your email for a message about course registration. This message will be sent to the student/parent email(s) that we have on file from the application process. Complete the form once you have worked through the course registration process.

☐ **Order Textbooks & Other Required Materials for Student's Courses**
Textbook information will become available on July 14 on the My Cheshire portal. If you have any questions about book access, please contact Ms. Iadarola in the Academic Office.

☐ **Submit Required Medical Documents**
By July 14, download and complete all required medical documents provided through parent's Magnus Health account; Access your Magnus Health account through the My Cheshire parent portal.

☐ **Log into Student CA Email and Student My Cheshire Portal Accounts**
Have your student log into their CA email account and activate their My Cheshire portal account. Student username and (temporary) password will be emailed to the personal student email that we have on file on or around July 14**.**

☐ **Review Student Dress Code**
The Student Dress Code can be found in the Student & Family Handbook 2023-2024, which will become available on July 14.

☐ **Complete Student Afternoon Activities Selection**
Indicate which Afternoon Activities your student would like to join for the Fall, Winter, and Spring seasons by completing this form. Please make your selection(s) **by August 1.**

☐ **Complete Student Roommate Compatibility Form**
The information provided will help guide us in making roommate assignments. Please fill out the form **with your student**, and select the option(s) that best describe your student. Please complete this form **by August 1.** Roommate assignments will be communicated upon student arrival to campus.

☐ **Submit Student I.D. Photo**
Email a clear, recent photo of your student, such as a passport headshot photo, as a .jpg or .png file, to studentphoto@cheshireacademy.org **by August 1.** Include your student's full name in the subject line of the email.

☐ **Submit Student Music Ensemble/Music Lesson Interest Form**
Indicate if your student would like to join a music ensemble or take music lessons by completing this form. Please make your selections **by September 1**.

☐ **Review Student Dorm Packing List**
This list will help boarding students plan what to bring to campus. Please contact Jennifer Guarino, Director of Residential Life, if you have any questions.

☐ **Request Student's Final School Transcripts**
Final school transcript(s) should be emailed to Young Kwon, Associate Dean of Academics, **by September 1.**

☐ **Review Technology FAQs**
The Technology FAQs should help our new students plan what technology to bring to campus. Please review this document **by September 1.**

Optional Steps

Inquire about Learning Accommodations
(if applicable)
Please contact Young Kwon, Interim Director of the Roxbury Academic Support Program, to discuss your student's learning accommodations (if applicable).

Inquire about Roxbury Academic Support Program (if applicable)
More information about the CA Roxbury Academic Support Program can be found on our website. If you are interested, please contact Young Kwon, Interim Director of the Roxbury Academic Support Program, to discuss your student's needs.

Update Student College Board, Common App, and NCAA Account Information (if applicable)
Update College Board, Common App, and NCAA accounts (if applicable) with the student's new Cheshire Academy email address, which will be provided on or around July 15.

Complete Recommended Summer Reading
Review the 2023 list of "Good Books to Read Over the Summer" that Cheshire Academy compiled, organized by grade level. Summer reading, while not required, is recommended for all students. There will be no assessments on the summer reading.

Contact Cheshire Academy
If you ever need assistance with the Enrollment Checklist or process, please contact:

Academic Office Manager Sharyn Iadarola
203-439-7240
sharyn.iadarola@cheshireacademy.org

Admission Office Assistant Kristin Raucci
203-439-7250
admission@cheshireacademy.org

Business Office Manager Lisa Jacques
203-439-7299
lisa.jacques@cheshireacademy.org

REMINDER
For parents and guardians, consult three important online channels that are provided to assist families and students. These include:

• **The online version of this Enrollment Checklist** – Once you are logged into School Admin and have begun the enrollment process, parents/guardians will see this dynamic online checklist from which you can select forms and links for each step as you and your student go through the process of enrolling and starting the new school year. The steps in your checklist will be marked with "Completed" as each one is done and information is received by the school.

• **My Cheshire, Parents Resource Board** – Separate from School Admin that is used in advance of starting the school year, you will receive a My Cheshire (Blackbaud) login. This is to connect you with the CA internal password protected system, and you will use it throughout your time with CA. (Your student will also have a My Cheshire account and a CA email address.) Clicking the My Cheshire link, anywhere on the CA website, brings you to the login screen. Once logged into My Cheshire, you can then access the Parents Resource Board. There will be countless options to access information, directories, and everything a family or student needs. There will also be "Official Notes" and "Messages" posted there throughout the school year.

• **Updates & Resources page of our public website** – Accessible to everyone without logging in, it's one place to go to find contacts, answers to frequently asked questions, and other information.