



ERA Enrollment Process

Step 1

Apply to ERA's lottery (**Jan-Feb**) or waitlist (**Mar-Dec**) online via ScribChoice.

Be offered a spot in the lottery (**end of Feb**) or offered a spot from the waitlist (**Mar-Dec**).

Step 2

Accept your offered spot from the lottery (**Feb-Mar**) or from the waitlist (**Mar-Dec**).

Step 3

Complete all required forms and upload documents via ScribChoice **within 2 weeks of acceptance**.

Required documents:

- Enrollment form
- Birth Certificate
- Immunization Record
- Most Recent IEP or 504 (if applicable)
- Copy of Guardian ID
- Records Request (1-12 only)
- Last Report Card
- Unofficial Transcript (10-12 only)
- Attendance & Discipline records (9-12 only or upon request)

Step 4

Paperwork is accepted and approved via ScribChoice.

Student information referred to appropriate staff for scheduling and records transfer.*

Step 5

Follow ups with appropriate individual staff.*

*Staff contact for Steps 1-4 is the Admissions Director.