



# *Forest Charter School*

**A Personalized Learning Program**

Accredited by the Western Association of Schools and Colleges

## **Sierra College Academic Enrichment Process**

### **For the Nevada County and Rocklin Campuses:**

1. Student contacts Dawn, from their FCS email account, and she will email an AE form to them. Students should include their ST on the email
2. Student and Parent need to digitally fill out the form AND digitally sign it.
3. Student needs to email the signed form back to Dawn for approval using the same email chain.
4. Dawn emails the signed form to the Admissions and Records AE contact with a transcript.
5. Dawn will email student when he/she has been cleared to register at Sierra College.
6. Student can then proceed with registration.

\*\*\*Note: Sierra College may change this process at any time; please advise students of this.

### **For the Truckee Campus:**

1. If you have a student who would like to sign up for Academic Enrichment for next year, they will need to email Janice from his/her FCS email account. Students should include their ST on the email.
2. Janice will send a writable PDF form, which the student and parent fill out.
3. Student emails the form back to Janice.
4. Janice sends it to Sierra College with Transcript.
5. Janice will email student when he/she has been cleared to register at Sierra College.
6. Student can then proceed with registration.