



Excelsior Charter Schools

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www.excelsior.com

5-14-18

Dear Parents/Guardians & Students,

Thank you for all your hard work and support this year. It has been another successful year on our campus. As we finalize this school year, we are looking ahead into the beginning of next school year.

This letter is to inform you of how the Excelsior Victorville Campus will sign up students for on-campus workshops for the Fall 2018 semester. If you are enrolled at the other campuses (Barstow, Phelan, North Victorville, Ontario, Highland), you will receive different instructions from their administration. We will be utilizing online registration this year through Omega online parent accounts. Only Omega online parent accounts can register students for workshops. If you need assistance with your account, please contact your facilitator prior to registration. If you are a new Excelsior student, please contact the enrollment facilitator for assistance, if needed.

7th-8th graders will have the opportunity to register for up to three workshops. 9th-12th graders will have the opportunity to register for up to three workshops. On June 12th, all students will have the opportunity to register for additional workshops (7th-8th graders can register for three additional; 9th-12th graders can register for three additional), depending on workshop availability.

To register for on campus workshops:

- Log-in to your parent Omega online account at omega.excelsior.com
- You will see a countdown to your student's registration date.
- On your registration date, you will be able to click on "register now for Fall workshops" to begin the registration process. Registration will be open from **8 AM to 8 PM** on your designated day.
- You must read and agree to the confirmation pop-up to continue with registration.
- You can search by name of the workshop and/or filter by periods using the drop-down box to find workshops. **Please refer to the workshop schedule (enclosed) and facilitator recommendations when registering your student for workshops.** If you are new to Excelsior, please refer to the course recommendation handout that you received at the time of enrollment.
- Upon finding a desired workshop click on "enroll". A confirmation pop-up will appear to verify your selection, as this cannot be undone.

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- Your student will be tentatively enrolled when the workshop has availability. Your student will be waitlisted when the workshop is full. Please note some workshops require interviews, auditions, or pre-requisites. Student will need to contact the workshop instructor to enroll in these workshops.
- It is important to know that the online registration will not deny overlapping enrollment in the same period or workshop, so please plan your workshop choices carefully.
- Once you have completed the registration process, click on the envelope or printer icon located in the right corner to email or print a confirmation.
- You can use any device that connects the internet to complete the workshop registration process: smartphone, tablet, laptop, desktop, etc. Our computers in the testing center and front office will be available for parents as well. Your student must accompany you, as only student usernames and passwords will allow log-in and use of school computers.

Please meet with your facilitator to discuss your student's on-campus workshop schedule for next Fall, before you log-on to register. Also, please be aware that there are no make-up dates for workshop registration. If your student would like to participate in any on-campus workshops for the upcoming Fall Semester, please log-on during your designated date and time, so not to miss out.

If you have any questions regarding the workshop schedule and/or workshop registration, please contact your facilitator. If you are new to Excelsior, please contact our enrollment facilitator, Mike Barley (mikeb@excelsior.com ; extension 382). We appreciate your time, and continued support.

Sincerely,

Lindsey Lee; Principal

Jennifer Van Norman and Amanda Chapman; Assistant Principals

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