



Online Registration Instructions

New EPIC Family

[For Video Instructions- Click Here](#)

1. Getting to the Form

- a. Go to www.epichomeschoolacademy.com
- b. Click on the “Registration” button on the main menu and then “Register Now” button on that page
- c. This must be done on a browser, preferably not a mobile device.

2. Create Temporary User ID

- a. To register, you will create a temporary user ID. This will allow you to save information if you have multiple children and/or want to pause the process and continue later.
- b. **If it is your first time on the site, you will click “create new user” on the landing page on the lower right-hand side of the “login” button.**
 - i. This will take you to a biographical information page for YOU as the parent.
 - ii. Fill out the information for the PRIMARY PARENT who will be registering any child.
 - iii. The email address you register with should be one that is checked regularly and you can access during this process.
 - iv. Once you have filled out the required fields, you will need to check your email to confirm your temporary ID and password with a verification code. Check your spam or promotions folder if you do not see it come through within 15 minutes.
- c. **If you are returning once you have created a new user ID, then you can log in with the information you were given and the password you set.**
- d. **Password Guidelines:**
 1. Minimum 6 characters
 2. Maximum 24 characters
 3. Minimum 1 number
 4. Minimum 1 special character !@#\$\$%^&*(Other special characters are not supported)

3. The Registration Form

- a. Click on the drop-down menu for 2022-2023 Registration Form
- b. Click on “Start New Form”
- c. **A new form must be completed for each student**
 - i. These can be paused and continued at any time using the “pause” button on the bottom of the menu on the left-hand side
 - ii. A \$50 *non-refundable* registration fee is due per student.
- d. **Biographical Information**
 - i. Be sure to register your child for NEXT YEAR’s grade level
 - ii. Make sure all required information is filled out
 - iii. Add any learning, behavioral, or physical challenges your student has and may need accommodations for in the classroom setting. This equips staff to partner well with you in your child’s education. All information is confidential and only released to necessary parties (administration, board, child’s teachers).

- iv. We ask to have parents and at least one non-parent emergency/approved pick-up person on file.

e. Class Selection

- i. Go to the block of grade-level classes pertaining to your student. Approval is required for a student to take a class outside of their grade level.
- ii. Classes are listed in order by class hour. You can click on the info button for descriptions.
- iii. The full tuition price is listed but will split into two payments in August and January. Class supply fees listed as we know now, but subject to change.
- iv. The availability number may not be 100% accurate. Students are enrolled on a first come, first served basis after APPROVED registrations. While it may be available when you select it, someone may submit and pay ahead of you. **Therefore, no spots are guaranteed until actual enrollment occurs.**
- v. If a class you wish to enroll has a waitlist, make that your first choice followed by a 2nd class choice that hour using the “priority” column.
- vi. Enroll your child in a study hall if they intend to be on campus, but not taking a class for that particular hour. There will be a \$50 yearly fee for study hall hours.

f. Permissions and Signatures

- i. Parents and Middle/High School Students must sign in agreement and understanding of the EPIC Handbook and Statement of Faith.
- ii. Updated copies of these documents can be found on the portal and linked on the registration form.
- iii. Permissions should be selected for use of student images and information. Most permissions are for internal EPIC use only, while there is one permission for public use.
- iv. We have included our liability waiver with our registration process. It is required for participation in EPIC, but if you have concerns or questions in the meantime, you are allowed to select “no” at registration. By class start, a signed one will need to be on file.

g. Payment and Submitting Form

- i. Make sure all required information is filled out. If something is missing, it will have a double asterisk in the menu and a yellow warning box will pop up in the payment screen.
- ii. Click Finalize and Submit payment at the bottom of the menu on the left.
- iii. You can submit the non-refundable \$50 using ACH (electronic check using your routing and checking account numbers), Credit Card (3% extra fee), or one of your saved payment options.
- iv. Once completed, a receipt will pop up with charges and the \$50 payment collected.
- v. You will receive an email confirming the submitted form. This is not a confirmation of enrollment.

h. Registering Siblings

- i. Return to the home page of the applicant page linked on the website
- ii. In process or submitted forms will be in the lower section
- iii. To complete a new form for a sibling, click on the drop-down menu for the registration form and click “start new form”

4. Final Steps

- a. Your form will be received and then processed by the administration.
- b. Approved application DOES NOT GUARANTEE CLASS PLACEMENT**
- c. Students are actually enrolled in classes only after an approved application and as available.
- d. A welcome email will be sent to each student and parent confirming class enrollments and/or waitlists. You will be given instructions on how to access the official Praxi Parent and Student portals.
- e. Once your student is enrolled in the classes, you will be able to see this on the parent or student portal under classes → schedule. Select “next session” on the far right side. Students will be put in their second choice class if the waitlisted class is still full. If a spot opens up in a waitlisted class, you will be notified. We have spots open up throughout the year!
- f. Changes can be made to enrollment status, class selections, or information by contacting administration at epichomeschoolacademy@gmail.com. DO NOT RE-REGISTER!