



## **Re-Enrollment Summer 2023 Instructions**

**Summer 2023 Dates: 6/21/23 - 7/28/23**

Re-enrollment will be done **online** and there are some paper forms that you will need to complete. Those can be uploaded to your online re-enrollment account or mailed, with enrollment fee, to Monika Lazaro at 7 Sugar Maple Lane, Westport, CT 06880.

**PLEASE COMPLETE ENROLLMENT BY APRIL 1<sup>st</sup>, 2023.**

### **Logging In**

1. To start re-enrollment navigate to  
[https://horizons.force.com/s/login/?language=en\\_US&startURL=%2Fs%2F&ec=302](https://horizons.force.com/s/login/?language=en_US&startURL=%2Fs%2F&ec=302)  
(The enrollment experience works best on an up-to-date version of Firefox or Google Chrome web-browser). This link will take you to a log in page.
2. To login you must enter your email address as the username, you must use the email address that you provided at re-enrollment last year. If you don't know your password, click "Forgot Password". You will be prompted to create a new password and from there be able to log in to the Horizons Application and Enrollment Dashboard. Please make your password something that you can remember, but also keeps your information secure.

*Please note the entire enrollment dashboard is available in Spanish. The option to change language to Spanish appears after you reset your password.*

### **What to do once you are in your account**

1. Upon logging in you will see the Horizons Application and Enrollment Dashboard which will allow you to start the Horizons re-enrollment as well as view your enrollment submissions.
2. As you first log-in you will see the student(s) eligible for [re]enrollment and click to enter their re-enrollment form.
3. The re-enrollment form consists of seven sections, each of which are prepopulated with your information. Please be sure to review and complete any and all fields which may need to be **updated**, with *information accurate to this current school year*, including grade, school, contact information, etc. The system will also allow you to save your progress and return to complete the form at a later time if necessary.
4. There is the option to upload the additional forms required to complete re-enrollment. You can also mail in the forms along with your re-enrollment fee.
5. Upon submitting a re-enrollment form, you will receive a brief confirmation email informing you that the application was successfully submitted (to the email address used during the registration process)

*Continue to following page for Re-Enrollment Checklist*



**HORIZONS NCC  
RE-ENROLLMENT CHECKLIST  
SUMMER 2023**

**Student's Name:**

**Student's Current Grade:**

- Re-enrollment Registration Form (online)
- Most Recent Medical Form from Pediatrician
- Most Recent Report Card
- Program Fee (\$40 + \$20 for each sibling). Please send as a check or money order only made out to "Horizons NCC". Put child's name on memo line.
- Drop Off and Pick Up Form
- Family Handbook Signed Acknowledgement (*Family Handbook will be distributed closer to the summer*)
- Authorization for Administration of Medicine (Applicable if your child has a prescription) – Signed by Doctor
- Individual Care Plan (Applicable if your child has a prescription) – Signed by Parent

*Upload additional forms to your online-enrollment account or mail to  
Monika Lazaro at 7 Sugar Maple Lane, Westport, CT 06880.*

*For questions call or email Karen Marin, Program Coordinator at 203-919-7152 or  
[kmarin@horizonsncc.org](mailto:kmarin@horizonsncc.org)*