

# Horizons Hampton Roads – Student Enrollment

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## Welcome Families!

Please read carefully before starting the registration process. Required documents must be submitted each year (list below).

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## Online Enrollment

- Go to the [Horizons Online Application](#)
- Fill out the initial “Application and Enrollment Form”. **This only sets up your account. You must log in again to complete the rest of the application.**
- The email you use to set up your online application account is critical, as Horizons Hampton Roads uses it for all emails containing program updates, newsletters, etc. Use an email account that you check every day! We encourage you to use your personal emails because business emails often block messages from Horizons.
- **Username:** Parent/guardian email used at sign-up

## Steps:

1. Select your student on the **Enrollment Dashboard**.
2. Complete a **separate form for each student**.
3. Complete all fields carefully—**leave no blanks**.

## Notes:

- Fields marked with a **red asterisk \*** are required.
  - Ensure contact emails, phone numbers, current grade, schools, address are correct.
  - Complete the specific question at the end of the application to let us know the names of all people you authorize to pick up your students.
  - Enter **annual family income in both fields**.
  - Provide **employer info** for Parent/Guardian Business Contact.
  - List **two emergency contacts** (not parents).
  - Allergy/Medication: Provide details if “Yes”; type N/A if “No”.
  - **Full consent is required** for participation.
  - Save progress to continue later.
  - Attach **PDF documents only** (no pictures).
  - Max 4 siblings per form; select the ones most involved with Horizons.
  - To enroll a new student, Add Student, complete application, upload required documents for New Students (see list below), and notify the Enrollment Specialist. A teacher referral is required.
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## Required Documents

### New Students:

- Proof of identity (birth certificate)
- Virginia school record (report card)
- Custodial documents (if applicable)
- Health records: physical, immunization or exemption, special requirements
- Proof of income (tax return, paystubs, SNAP/TANF, unemployment letter, housing lease, or benefit statement)
- Medical treatment records (current plan for asthma, allergies, etc.)

Submit PDFs via the application, email [Enrollment@HorizonsHamptonRoads.org](mailto:Enrollment@HorizonsHamptonRoads.org), or mail to:

Horizons Hampton Roads  
Attn: Enrollment Specialist  
7336 Granby St., Norfolk, VA 23505

**FOR MAILING PURPOSES ONLY. PLEASE DO NOT DROP OFF FORMS IN PERSON AT THIS ADDRESS.**

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## Assistance

- Email: [Enrollment@HorizonsHamptonRoads.org](mailto:Enrollment@HorizonsHamptonRoads.org)
  - Voicemail: (757) 412-0249 x3
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## FAQs

- **Edit after submission?** Contact Enrollment Specialist.
  - **Upload documents after submission?** Yes, log in and notify via email.
  - **Save & continue later?** Yes, progress is saved automatically.
  - **Phone number error?** Format as (999) 999-9999 or +1 (999) 999-9999.
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