



VICTORY ONLINE ACADEMY

ADAPTIVE

PERSONALIZED

LIMITLESS

ESA Enrollment Checklist (VOA)

To ensure a smooth and timely enrollment process, please have all required documents prepared and ready to upload. All documents must be **in color** and show **all four corners clearly**—documents that do not meet these requirements may be denied by the system.

Required for ALL Students:

- Birth certificate for each student
- Proof of residency (dated within the last 60 days – utility bill preferred)
- Parent/guardian driver's license or state ID

If Applicable:

- Full IEP with Signature Pages Signed (Individualized Education Program) for any student receiving special education services
- Signed and notarized [shared residency affidavit](#) (if living with another family; The affiant (person you reside with must be listed on the utility bill)

Before Submitting:

- All documents are scanned in **color**
- All **four corners** of each document are visible
- Documents are clear and easy to read

Having these items ready will help us complete your ESA enrollment efficiently. If you have any questions or need support, please contact our team—we're here to help every step of the way.

After Submitting:

- Please email admissions@victoryonlineacademy.com with proof of applying confirmation.
- Once you have signed the ESA contract please email "New Contract Received Email".