

Horizons Hampton Roads – Student Re-Enrollment

Welcome Families!

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

Online Enrollment

- Go to the [Horizons Online Application](#)
- **Username:** Log In using the Parent/guardian email used at sign-up
- **Forgot password?** Click “Forgot Your Password”

Steps:

1. Select your student on the **Enrollment Dashboard**.
2. Complete a **separate form for each student**.
3. Review all pre-filled 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

Returning Students:

- Proof of income (tax return, paystubs, SNAP/TANF, unemployment letter, housing lease, or benefit statement)
- Medical treatment records (current plan for asthma, allergies, etc.)

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, or mail:
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.

Assistance

- Email: 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