

**Northeast Academy**  
**210 E. Church Street**  
**Lasker, NC 27845**  
**(252) 539-2461**  
**(252) 539-3919 (fax)**

**Timmy Dixon**  
**Board Chair**

**Wanda Briggs-Trevino**  
**Headmaster**

Dear Parent/Guardian

Thank you for your interest in enrolling your child(ren) at Northeast Academy. Please complete an application for enrollment and contract. A \$100 enrollment fee (per child) is required at the time of application. An extension for submitting the enrollment fee pending approval of the NCSEAA Opportunity Scholarship may be requested.

In addition to the application, contract, and enrollment, you must submit the following documentation for each child being considered for enrollment in order for your application to be presented to the Northeast Academy Board of Directors for a vote.

- Birth Certificate
- Immunization Record
- Historical Grades
- Historical State/National test scores
- Historical Attendance Records
- Historical Disciplinary Record
- Current Grades (ie. Report Card, Progress Reports)
- Current Class Schedule
- High School Transcript
- College Transcript for high school students taking dual enrollment classes.
- 504 Plan (if applicable)
- IEP (if applicable)
- Academically/Intellectually Gifted Plan (if applicable)
- Psychological Reports (if applicable)
- Reference Letter from an educator from your child's current school

Upon approval of your contract by the Northeast Academy Board of Directors, you and your child(ren) may be required to participate in an orientation session with school officials.

We look forward to receiving the above information in order to proceed with the application process.

If you have any questions, you may contact Headmaster, Wanda Briggs-Trevino by phone at 252-539-2461 or by email at [wanda.trevino.nea@gmail.com](mailto:wanda.trevino.nea@gmail.com).