

Enrollment Process Overview K-5th Grades



1

Schedule Tour

Contact the School Office to schedule a Campus Tour and pick-up a Student Enrollment Packet

**Tours are required for
"New/Prospect" Student Families**

2

Apply to ACA

Enrollment Packets are available at the School's office. Complete an enrollment packet for each student prospect

3

Submit Documents

Submit all required documents to the school's enrollment office
(List of Required Documents Below)

4

Review & Acceptance

The Student's file is reviewed by the Admissions Team. Tuition Agreement, Responsibility & Release form completed at Parent Interview.

Once all documents received & interview conducted. An acceptance letter will be provided in writing.

List of Required Documents

Documents for NEW Students Entering Kindergarten – 5th Grade

1. Student completed Application
2. Registration Fee
3. Birth Certificate
4. Immunization Record (Form: 680)
5. Physical Exam (Form: DH3040) (Completed within Last Year)
6. Medication Consent Form (if applicable)
7. Flu Brochure
8. Transcript/Report Card (1st-4th grades)
9. Student's most recent IEP or Service Plan and/or 504 Plan (if applicable)
10. Title I Form
11. ESE Form
12. Student Pick-Up Authorization Form
13. Before/After School Childcare Request Form
14. Student/Family Photo
15. Scholarship Award Letter 2019-2020
16. Tuition & Fees Acknowledgement Form
17. Parent Tuition Agreement (Completed at Parent Interview)
18. Responsibility & Release Form (Completed at Parent Interview)

Documents for RETURNING Students Kindergarten – 5th Grade

1. Returning student application
2. Registration Fee
3. Updated Immunization Record (if applicable)
4. Updated Physical Exam Form (if applicable)
5. Medication Consent Form (if applicable)
6. Student Pick-up Authorization Form
7. Before/After School Childcare Request Form
8. Scholarship Award Letter 2019-2020
9. Tuition & Fees Acknowledgement Form
10. Parent Tuition Agreement (Completed at Parent Interview)
11. Responsibility & Release Form (Completed at Parent Interview)