



**Andrews Academy**  
**New Student Enrollment Checklist**  
**2024-2025**

ID# \_\_\_\_\_ NAME \_\_\_\_\_ GRADE \_\_\_\_\_

**March 5, 2024**    **FACTS Application & Financial Agreement Opens**

**June 2**            **Grad Bash Brunch – 10:30 AM**

**August 15**       **New Student Orientation – 6:30 PM**

**August 19**       **First Day of School**

**STEP ONE: APPLICATION**

- Apply Now**  
FACTS requires a non-refundable \$100 payment upon submission of application.  
Go to [www.andrews.edu/aa](http://www.andrews.edu/aa). Click on the “Apply Now” tab. This is to be completed by a parent. When “creating an account,” enter parent info.
- Financial Agreement**  
A Financial Agreement is required for all students. Please make an appointment for your family with Gracie Gaytan, Student Accounts Manager, via <https://calendly.com/aafinances>.
- Recommendation Forms**  
Two forms need to be completed, at least one by a current teacher/principal, and the other by a pastor/Pathfinder leader or teacher.

**STEP TWO: ENROLLMENT**

- FACTS Enrollment**  
You will receive an email of your acceptance as an Andrews Academy student with instructions on how to complete FACTS Enrollment.
- Medical Insurance Card**  
Upload a clear photo of the medical insurance card (**front & back – jpeg format only**) when completing FACTS enrollment OR email to [aaadmissions@andrews.edu](mailto:aaadmissions@andrews.edu).
- Health Appraisal and Immunization Record (Official)**  
Bring the original Health Appraisal form (signed by a doctor) to the school office.
- Immunization Disclosure**  
Email to [aaadmissions@andrews.edu](mailto:aaadmissions@andrews.edu).
- Birth Certificate or Passport**  
Email to [aaadmissions@andrews.edu](mailto:aaadmissions@andrews.edu) one of the following: birth certificate, passport, or driver’s license.

**STEP THREE: CLASS SCHEDULE**

- Class Schedule**
    - ◆ **Incoming 9<sup>th</sup> Graders**  
The Class Schedule will be provided at **Grad Bash Brunch – Sunday, June 2 @ 10:30 AM**. Classes cannot be reserved until steps 1 and 2 above are finished. Appointments with the registrar begin June 4.
    - ◆ **Incoming 10<sup>th</sup>-12<sup>th</sup> Graders**  
Upon completion of FACTS Application/Enrollment and Financial Agreement, an email will be sent to you with instructions to make an appointment with the registrar beginning May 6.
- Your class schedule will be time-stamped and reservation for classes will be based upon availability.

- ◆ After FACTS Application/Enrollment and the Financial Agreement are completed, you will be able to choose your locker for next school year based on the date you finished enrollment.
- ◆ Instructions and forms are located on the Andrews Academy website:  
[www.andrews.edu/aa/admissions/new-student-enrollment.html](http://www.andrews.edu/aa/admissions/new-student-enrollment.html)

FOR OFFICE USE ONLY

Date \_\_\_\_\_ Time \_\_\_\_\_ Locker # \_\_\_\_\_

User Defined      \_\_\_\_\_ ID  
                          \_\_\_\_\_ Birth Certificate or Passport

Portfolio            \_\_\_\_\_ Birth Certificate or Passport  
                          \_\_\_\_\_ Insurance Card  
                          \_\_\_\_\_ Recommendations  
                          \_\_\_\_\_ Health Appraisal & Immunization  
                          \_\_\_\_\_ Immunization Disclosure

Banner              \_\_\_\_\_ ACAD in Banner

Other                \_\_\_\_\_ Email to create AU username, password & ID card instructions  
                          \_\_\_\_\_ FACTS username and password  
                          \_\_\_\_\_ Locker  
  
                          \_\_\_\_\_ One Call  
                          \_\_\_\_\_ *E-Sanjo*

                          \_\_\_\_\_ Student Medical Information (print two copies)  
                          \_\_\_\_\_ Health App to Health Dept  
                          \_\_\_\_\_ Immunizations to Health Dept  
                          \_\_\_\_\_ Photo Release (Yes/No)  
                          \_\_\_\_\_ MCIR