



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

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

**March 1, 2024** FACTS Enrollment & Financial Agreement Opens

**April 2** Academic Orientation, Class Schedule Available

**August 19** First Day of School

**FACTS ENROLLMENT**

FACTS requires a non-refundable \$100 payment upon submission of enrollment.

**MEDICAL INSURANCE CARD**

Upload a medical insurance card (**front & back – jpeg format only**) when completing FACTS enrollment OR email to [aaadmissions@andrews.edu](mailto:aaadmissions@andrews.edu).

**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>.

**CLASS SCHEDULE (Available April 2)**

Upon completion of FACTS Enrollment and the Financial Agreement, an email will be sent to you with instructions to make an appointment with the registrar, based on the student's upcoming grade level.

Your class schedule will be time-stamped and reservation for classes will be based upon class standing, availability, attendance records, and a time stamp.

◆ Based on FACTS Enrollment and Financial Agreement completion, you will be able to choose your locker for next school year.

◆ Instructions and forms are located on the Andrews Academy Website:  
[www.andrews.edu/aa/admissions/returning-student-enrollment.html](http://www.andrews.edu/aa/admissions/returning-student-enrollment.html)

**FOR OFFICE USE ONLY**

Date _____	Time _____	Locker # _____	Portfolio Ins Card _____
Photo Release (Yes/No) _____			