



**Andrews Academy**  
**Returning Student Enrollment Checklist**  
**2025-2026**

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

**March 11, 2025**      **FACTS Enrollment Opens**  
**March 31**            **Financial Agreement Appointments Begin**  
**April 8**              **Academic Orientation, Class Schedule Available**  
**August 18**         **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 8)**  
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.
  
- ◆ After FACTS Enrollment and Financial Agreement are completed, you will be able to choose your locker for next school year based on the date of enrollment.
  
- ◆ 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) _____			