



**Andrews Academy
New Student Enrollment Checklist
2020-2021**

ID# _____ NAME _____ GRADE _____

Please remember that ONLY completed packets will be accepted.

Checklist items marked with a “□” are required to come back in the packet.

As you turn in your completed packet, you will be able to choose your locker for next school year.

STEP ONE: APPLICATION

- ☐ **Apply Now**
Go to <https://www.andrews.edu/aa>. Click on the “Apply Now” tab. Follow the directions provided. **This is to be completed by a parent.**
- ☐ **Financial Agreement**
This form must be signed by our Student Accounts Manager, Gracie Gaytan, before the packet is considered complete. Please make an appointment for your family with Gracie Gaytan (269-471-6139 or gaytan@andrews.edu) as soon as possible to complete the financial agreement.
- ☐ **Recommendation Forms**
Two forms need to be completed by a teacher and a pastor/pathfinder leader.

STEP TWO: ENROLLMENT

- ☐ **Student Enrollment Checklist**
This form must be returned with your completed packets.
- ☐ **Enrollment**
Please note this portion of enrollment is done online. The directions have also been emailed to you. Please note that a verification email of completion will be sent to you when you have completed this step.
- ☐ **Medical Insurance Card**
Please upload a medical insurance card (**front & back – jpeg format only**) when completing online enrollment OR bring the medical insurance card to the office to upload.
- ☐ **Health Appraisal, Immunizations, & Immunization Disclosure**
All new students are required to turn in these forms along with their immunization record.
- ☐ **Birth Certificate or Passport**
Please provide a copy of one of the following: birth certificate, passport, or driver's license.

STEP THREE: CLASS SCHEDULE

Incoming Local 8th Graders: Schedule will be given at **Grad Bash – May 30 @ 9:00 pm at AA.**
New Students: Schedule will be given once Step One & Two have been completed.

- ☐ **Class Schedule**
Please circle the classes you want. It is recommended that you seek counsel from, Ms. Ivonne, our Registrar, as you plan your classes. Please take special care to notice that some classes are designated for upper classmen only and/or have pre-requisites. This schedule requires your parent signature and certain classes need instructor signatures. Please note that all efforts will be made to give you the classes you selected. There are times adjustments will need to be made when classes fill up.

INFORMATIONAL

AA Calendar at a Glance

AA Dress Code

AU ID Card – Please make sure you bring your ID card to **Check In Day, August 17.**

Credit Worksheet

A copy of this credit worksheet is included to assist you with planning. It is recommended that if you have any questions about classes, how best to get your needed credits while planning for college, diplomas, Honors program, dual enrollment, and/or college enrichment, you will meet with our Registrar, Ms. Ivonne.

New Student Enrollment Directions

School Profile

Welcome Letter

As packets are turned in, they will be time-stamped and reservation for classes will be based on availability.

FOR OFFICE USE ONLY

Date _____ Time _____ Locker # _____

User Defined _____ ID
 _____ Birth Certificate or Passport

Portfolio _____ Birth Certificate or Passport
 _____ Insurance Card
 _____ Recommendations

Other _____ Chapel Seat
 _____ Locker

 _____ One Call
 _____ E-Sanjo