



**Andrews Academy  
Student Re-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.\*\***

☐ **STUDENT RE-ENROLLMENT CHECKLIST**

This form must be returned with your completed packets.

☐ **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](mailto:gaytan@andrews.edu)) as soon as possible to complete the financial agreement.

☐ **RE-ENROLLMENT**

Please note this portion of re-enrollment is to be completed online. The directions are included in this packet and 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.

☐ **CLASS SCHEDULE**

Please circle the classes you want. It is recommended that you seek counsel from your advisor, or 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 and advisor signatures and certain classes need instructor signatures.

**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 your advisor, or our registrar, Ms. Ivonne.

**INFORMATIONAL**

AA Calendar  
Re-Enrollment Instructions  
Welcome Letter

**As packets are turned in, they will be time-stamped and reservation for classes will be based upon class standing, availability, attendance records and the time stamp.**

FOR OFFICE USE ONLY

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