



Andrews Academy
New Student Enrollment Checklist
2023-2024

ID# _____ NAME _____ GRADE _____

March 7, 2023 **FACTS Application & Financial Agreement Opens**

June 4 **Grad Bash – 10:30 AM**

August 13 **New Student Orientation – 10:00 AM**

August 16 **First Day of School**

STEP ONE: APPLICATION

- ☐ **Apply Now**
FACTS requires a non-refundable \$75 payment upon submission of application.
Go to 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 gaytan@andrews.edu.
- ☐ **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 medical insurance card (**front & back – jpeg format only**) when completing FACTS enrollment OR email to aaadmissions@andrews.edu.
- ☐ **Health Appraisal and Immunization Record (Official)**
Bring original Health Appraisal form to the school office.
- ☐ **Immunization Disclosure**
Email to aaadmissions@andrews.edu.
- ☐ **Birth Certificate or Passport**
Email to aaadmissions@andrews.edu one of the following: birth certificate, passport, or driver’s license.

STEP THREE: CLASS SCHEDULE

- ☐ **Class Schedule**
 - ◆ **Incoming 9th Graders**
Class Schedule will be provided at **Grad Bash Brunch – Sunday, June 4 @ 10:30 AM**.
 - ◆ **Incoming 10th-12th 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.
- 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.
- ◆ Instructions and forms are located on the Andrews Academy website:
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