





# ADMISSIONS PROCESS


### STEP 1: ONLINE INQUIRY



- +  Admissions inquiry started.
- +  Household and potential student information.
- +  Admissions portal user account created for parents to complete application.

### STEP 2: ADMISSION PORTAL

Parents gain access to Admission Portal to complete student application.



### STEP 4: APPLICATION COMPLETE




Application complete when all required application items are submitted.



### STEP 3: APPLICATION ITEMS

Required Application Items:

- Application fee
- Student photo
- Student questionnaire
- Demographic information
- Honor code
- Birth certificate
- Current immunization record
- Official report card or transcript (most recent, Grades 1-12)
- Parent photo




### STEP 5: FAMILY INTERVIEW & STUDENT ASSESSMENT

Family contacted by Admissions Office to schedule an interview and student assessment.

### STEP 6: ADMISSIONS DECISION




Admissions committee reviews application. Family is contacted with decision. If accepted, an acceptance letter with enrollment information is sent.

### STEP 8: TUITION FINALIZED



Tuition payments arranged with finance office. Contact Finance Manager. Email: [ahendrickson@ahsmail.com](mailto:ahendrickson@ahsmail.com)

### STEP 7: COMPLETE ENROLLMENT



Applicant becomes Student when enrollment is complete.

- + Emergency contact information
- + Medical information
- + Required enrollment forms
- + Tuition contract