



Acacia Academy
Admission Procedures

Step One – Required Admission Forms:

- Turn in the completed “Application for Admission” along with a \$75 non-refundable application fee. The form may be submitted via e-mail (as an attachment) to the acacia@acaciaacademy.org address or may be mailed to:
Acacia Academy
Attn: Admissions Committee
830 South Main Street
Kokomo, IN 46901
- The parent is to sign the “Authorization for Release of Student Records” for each school the student has attended. The parent is to send this form to each school to place a request for student records to be sent to Acacia.

Step Two – School Visit and Interview:

- We will send you a confirmation letter that your application has been received. This letter will list any items missing from your application.
- You will also receive a copy of *Classical Christian Education: The Essential Guide for Parents* and other information on Acacia.
- We will call you to set up an interview appointment with members of our Admissions Committee. Parents/guardians and the student are required to attend the interview.
- Prior to attending the interview, please read both the *Acacia Academy Handbook* and the brochure *Classical Christian Education: The Essential Guide for Parents* (both are available at www.acaciaacademy.org on the Admissions page).

Step Three – Notification Letter:

- We will send you a letter notifying you of the decision for enrollment made by our reviewers.

Step Four – Finalize Enrollment:

Once admission has been granted, the following information is needed to finalize enrollment, thereby reserving a place for the new student on the rolls. Enrollment is not complete until the office has received the following materials:

- Full payment of the \$200 Registration Fee (this is applied toward tuition)
- Confirmation of receipt of student’s cumulative records from previous school(s) (grades one and up)
- Copy of student’s birth certificate
- Copy of student’s health records, including an immunization record
- Completed Emergency Medical Card
- Completed Financial Contract and selected tuition payment plan

- Completed Handbook Agreement with parents'/guardians' signatures

Step Five – Before the First Day of School:

- Payment of first tuition installment
- Purchase school uniform
- Procure student supplies (refer to student supply list that will be sent by the teacher)
- For new students, attend a parent-student orientation