

New Family Application Process

1. Complete and turn in the following prior to scheduling administrative appointment:

- Family Enrollment Application with Registration Fee
- Statement of Cooperation
 - Parent Signature
 - 5th – 12th Grade Student Signature
- Family Lifestyle Policy
- Student Registration Form – 1 Per Student
- Recent Achievement Test (ITBS/ITED) and Latest Report Card, if applicable
- If applicable, provide paper work for special programs. Ie: TAG, IEP, 504 Plan, ELL, ECSE
- Tour of the School Facilities either prior to interview time or immediately before the interview time

2. Scheduling:

- Once all of the above paperwork is turned in schedule an Interview. Please call the school office at 515-965-8114.

3. Complete and turn in the following paperwork if the paperwork is not in previous school records:

- Birth Certificate
- Immunization Card
- Physical Exam Form

4. After interview return the following papers to the office:

- Emergency Medical Form
- Stewardship Survey/School Resource Survey
- Remaining records from Previous Schools - Records Transfer Form
- Automatic Debit Form
- Student Insurance Waiver
(This form will be available on the ACA website and in the office before the beginning of school and must be filled out if you are not getting insurance through the school. If you're interested in insurance, please stop by the office.)
- Dental Screening Form (K & 9th Grade Students)
- Student Driver Form (if applicable)
(This form is available on the ACA website and in the office.)
- Sports Physical 7th – 12th Grade (if applicable)
(This form is available on the ACA website and in the office.)
- Food Allergy Questionnaire (if applicable)
(This form is available on the ACA website and in the office.)