

New Family Application Process

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

- Family Enrollment Form with registration fee
- Statement of Cooperation
 - Parent signature
 - 5th – 12th grade student signature
- Family Lifestyle Policy
- Student Enrollment Form – 1 per student
- Recent achievement test and latest report card, if applicable
- If applicable, provide paper work for special programs. ie: Talented and Gifted (TAG), Individual Education Plan (IEP), Early Language Learner (ELL), Early Childhood Special Education (ECSE)
- Tour of the school facilities either prior to interview time or at 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.
Date: _____ Time: _____

3. Complete and turn in the following paperwork (only necessary if you do not have records transferring from another school):

- Birth certificate
- Immunization card
- Physical exam form

4. Complete and return the following papers to the office:

- Tuition Contract
- Total Cost of Education Form
- Health Update
- Emergency Medical Form
- Stewardship Survey/School Resource Survey
- Records Request Form
- Field Trip/Athletic Transportation Release Form (This form must be turned in before your child goes on a field trip or goes to an athletic event in which he/she is on the team.)
- Automatic Debit Form (not required, but encouraged)
- 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)
 - There is a dental screening exemption form in the office and on our website if needed.
- Lead Screening Form (kindergarten students - informational sheet only)
 - The Department of Public Health will follow-up with families of kindergarten students who have not yet been screened for blood lead poisoning. Blood lead poisoning often occurs at regular checkups, and physicians and laboratories report all tests to the Iowa Department of Public Health. There is an exemption form in the office and on our website if needed.

The following forms are available on the ACA website and in the office:

- Little Eagle' Nest Emergency Form (if applicable - before and after school care for elementary students)
- Student Driver Form (if applicable)
- Athletic Physical 7th – 12th grade and Concussion Form (if applicable)
- Administer Medicine Form (necessary for your child to take medicine at school)
- Food Allergy Care Plan (if applicable)