



ACADEMY OF INNOVATION
WHERE LEARNING TAKES FLIGHT

Admission Process

The admissions process at Academy of Innovation is to help the school select students who can benefit from our program and to help parents in selecting the appropriate educational environment for their children.

STEPS TOWARD ADMISSION:

1. Parents complete an [initial application/referral form](#) and send a copy of the students' current Psychological Evaluation (required documentation for accreditation) and/or IEP* to the school for the Director to review.
2. After reviewing documentation, the administration will discuss the appropriateness of the school for the child with the parent. This step can happen before or after the student shadows at the school depending on if the student is a good fit.
3. If the student is a potential fit, a day will be scheduled for the student to "shadow" in one of our classrooms that is appropriate to their age/grade to get a feel for the school and see what our students do daily.
4. The Administration determines the appropriate class placement and the family will receive a letter notifying them of the Administration's decision.
5. Upon acceptance:
 - If the student will be starting at the beginning of a school year, the family will create an account through our online enrollment platform (Gradelink) and make the \$400 placement fee to hold the slot. This can be paid via cash, check, or through our online payment portal (www.tinyurl.com/AOIPayments) Accounting Services will contact the family with the tuition plans/estimates in July (This is due to the release of the State's Special Needs Scholarship awards).
 - If the student is starting mid-year, the family follows the same steps above apart from the \$400 placement fee. This can be waived and included in the first tuition payment before the student starts classes.
6. Parents choose a tuition plan from the three that are sent and make an appointment with Accounting Services to complete the Tuition Agreement and make the first official tuition payment before the student begins classes. Tuition for students starting after the month of August will be prorated.
7. Parents must provide these forms before the students begins classes:
 - Online Enrollment Packet
 - Tuition Agreement and payment plan
 - Teacher, Administrator and/or Counselor recommendation forms
 - Copy of the child's Birth Certificate, Immunization Form (3231), current Form 3300 (Hearing, Vision, Dental & Nutrition Form) and Social Security Card.

**IEP is optional, not required like Psych Eval.*