

GLENDALE ADVENTIST ACADEMY
NEW STUDENT APPLICATION/REGISTRATION INSTRUCTIONS

- I. **APPLICATION PACKET:** ALL items below must be submitted to the Academy Registrar's Office at one time in order for the Admissions Committee to process acceptance. Class (grade 9-12) sizes will be limited to 75.

DUE AT ORIGINAL SUBMISSION: Submit to Registrar's Office, Room 8

- a. ___ **Application Fee:** (Jan-Feb: \$0; Mar-Apr: \$50.00; May-Aug: \$100.00)
- b. ___ **Finance Application** (this is information for the Business Office)
- c. ___ **Financial Card** (complete both sides)
- d. ___ **Application Form** (complete both sides and sign both sides; include picture)
- e. ___ **Copy of last report card** (for ALL students entering grades 9-12)
- f. ___ **Unofficial transcript** (for counseling purposes; students entering grades 10-12)
- g. ___ **Student Essay** (50-100 words)
- h. ___ **Parent Consent Form** (read and sign)
- i. ___ **Top 16 Guidelines Form** (read and sign)
- j. ___ **Dress Policy Form** (read and sign)
- k. ___ **Intouch Fee Authorization Form** (read and sign; accept or decline service)
- l. ___ **Photographic Release Form** (read and sign)
- m. ___ **Attendance Policy Form** (read and sign)
- n. ___ **Locker Guidelines Form** (read and sign)
- o. ___ **Internet Consent and Waiver** (read and sign)
- p. ___ **Lifestyle Commitment** (read and sign)
- q. ___ **Request for Transfer of School Records** (all students, fill out and sign)
- r. ___ **Course Selection Form** - Registration form for selection of classes (the Course Request Worksheet is for your records of what courses were requested)

- II. **RECOMMENDATIONS (for all students except GAE):** 2 included in the packet (one for the principal or counselor and one for a teacher), must be **returned directly to GAA** from the previous school. Must be received before acceptance will be issued.

- III. **ACCEPTANCE:** Admissions Committee will issue an acceptance letter through the Registrar's Office.

IV. **DUE ON OR BEFORE JULY 15:**

- a. ___ **Physical exam form** - Physical exam must be within the last year and signed by a doctor.
- b. ___ **Immunization Record form**
- c. ___ **TB Skin Test** or Chest X-ray done in the ***last 12 months***.

- V. **FALL REGISTRATION:** Information for Fall Registration will be sent out by the Registrar's Office during the summer (probably end of July).

*****GAA issues no credit for classes or work hours done before the beginning of the 9th grade school year start date.**

******New=GAAE students are considered new students to the high school division.**