

Waterfall Canyon Academy

Admissions Checklist

- *Online Enrollment Application:*

This needs to be filled out prior to enrollment. You can access the online form through the "BestNotes Parent Portal" by typing into your search bar – bestnotesparentportaloakgrove. There you will see a section on the first page that will prompt you to create a Username and Password. After you have done that you can login (from the same page) and complete the form. Once you hit "save" it will notify us and generate an electronic file. It is VERY important that we have the entire application filled out.

- *List of Needed Documents:*

- ✓ *Signed Release and Consent Forms:*

If the student is over 18 years old they should sign, however we do recommend that a guardian still read over them as well.

- ✓ *Financial Contract:*

You will receive this via email, a few days prior to the enrollment, from:

Kathy Dimick, Director of Finance:

Email~Kathy@waterfallcanyon.com

Once you have received it, please fill out the form based on the agreed upon amount for tuition/start-up costs, and sign & date it. If you will then scan & email or fax it back to Kathy at the Main Office that would be perfect!

- ✓ *Authorized Credit Card That You Choose:*

We need the: Name of the Cardholder, CC#, Expiration Date and Secret Code on the back. Making a copy of the front/back is preferred BUT I understand you might be leery sending this through an email. That's just fine! You can either: fill out the attached Credit Card Authorization form and fax or scan and email it back to us, bring it with you on the day of enrollment OR we can collect this info over a phone call ahead of time, whatever you feel most comfortable doing. This will be used for: Co-pays, Medications and any other possible needs while he/she is here, BUT only if, AND after you have approved use of the card. , If you decide, this card can also be used for tuition payments, just let us know. The information regarding your CC will be kept safe and secure at all times.

- ✓ *A Copy Of The Students Medical & Dental Insurance Cards:*

We need a copy of the front AND back of the card(s).

✓ *A Copy of the students most recent School Transcripts:*

We need either: a copy from you OR an official copy sent from the last school. This is only required IF your student will be attending our school: "OakGrove at Waterfall Canyon Academy"

✓ *A Copy of the Current or Most Recent IEP:*

This is not a required document, so if they do not have one, it is just fine! Please send this even if already graduated from high school and did have one at one time. It is helpful if your student is or will be looking into higher education while here.

✓ *A Copy of the Most Recent Psychological Evaluation:*

You may have already submitted a copy of this during the Admissions process. If so, there is no need to re-send it. If there are any previous reports that you feel will be helpful and/or hold important information that is possibly: not in, OR may be different than, what is in the current report, please send that as well.

✓ *A Copy of the most recent Physical/Medical Examination and Dental Examination:*

✓ *A Copy of his/her Immunization Record:*

✓ *List of Current Medications, Scripts AND at least Two-Weeks of the Physical Pills he/she is currently taking
Original documents of Social Security Card & Birth Certificate:*

I realize these original documents are treasured (to most), and it's not easy to pass them on to anyone! We will simply use these in order to help your student obtain a Utah State ID and return them to you immediately, once it has been done. If a state ID is not wanted or needed due to age or any other reason(s), no need to send them and please notify your Program Coordinator at the time of enrollment.

✓ *Passport (If Student Has One) and/or Picture ID (If Student Already Has One):*

These are used for traveling, and/or possibly obtaining employment, etc. They are only needed if you have them and they are available to be sent our way. Passports will be kept locked up safely. (Each student will also be issued a Student Picture ID once they are here, as well)

✓ *Funding Reimbursements Form:*

Please review the form and determine if it is at all applicable to you and your student. It is very important we gather all of this information in order to provide us with any necessary details we may need.