Internal Admissions Process

⚙️ **Scrip needs to be developed for fielding calls, tours, etc.**

Inquiry (online or phone)

- Call fielded by office staff. Contact information recorded on "Welcome Sheet"
- Online Inquiries responded to by _____
  All communication must be cc'd to _____
- Notes: All correspondence within 24 hours. **GOAL: TOUR**

Tour

- Check-in: warm greeting & "Welcome Sheet" completed
- Tour conducted by _____
- Offer application packet. Mention online application option.

Online Application

- Online Application responded to by _____
- Tour is scheduled by _____
- Print paper copy of online application for student file

Student Visit & Assessment

- _____ arranges the following:
- Call and schedule a date/time for student visit & assessment with teacher/s
- Send confirmation email to family and teacher/s with date of visit

Acceptance

- Acceptance/not accept call is communicated to family by _____
- Schedule registration appointment (contract signing included) who? _____
- Prepare contract & acceptance packet. Handle all tuition assistance at this time. *Registration fee paid at this appointment.*

Start Date

- Confirm receipt of all paperwork: FACTS acc't must be set-up
- Add student to student information system, financials, and other integrations
- Give teachers 3 days to prepare classroom for new student. Communicate with family with a call AND email of student start date.

Process: TWO week start to finish (maximum)