**STEP 1: ONLINE INQUIRY**
- Admissions inquiry started.
- Household and potential student information.
- Admissions portal user account created for parents to complete application.

**STEP 2: ADMISSION PORTAL**
- Parents gain access to Admission Portal to complete student application.

**STEP 3: APPLICATION ITEMS**
- Application complete when all required application items are submitted.
- Application Items:
  - Application fee
  - Student photo
  - Student questionnaire
  - Demographic information
  - Honor code
  - Birth certificate
  - Current immunization record
  - Official report card or transcript (most recent, Grades 1-12)
  - Parent photo

**STEP 4: APPLICATION COMPLETE**
- Application complete when all required application items are submitted.

**STEP 5: FAMILY INTERVIEW & STUDENT ASSESSMENT**
- Family contacted by Admissions Office to schedule an interview and student assessment.

**STEP 6: ADMISSIONS DECISION**
- Admissions committee reviews application. Family is contacted with decision. If accepted, an acceptance letter with enrollment information is sent.

**STEP 7: COMPLETE ENROLLMENT**
- Applicant becomes Student when enrollment is complete.
- Required enrollment forms
- Tuition contract
- Medical information
- Emergency contact information

**STEP 8: TUITION FINALIZED**
- Tuition payments arranged with finance office. Contact Finance Manager. Email: ahendrickson@ahsmail.com