



Andrews Academy
New Student Enrollment Checklist
2025-2026

ID# _____ NAME _____ GRADE _____

March 11, 2025	FACTS Application Opens
March 31	Financial Agreement Appointments Begin
June 1	Grad Brunch – 10:30 AM
August – TBA	New Student Orientation
August 18	First Day of School

STEP ONE: APPLICATION

- Apply Now**
FACTS requires a non-refundable \$100 payment upon submission of application.
Go to www.andrews.edu/aa. Click on the “Apply Now” tab. This is to be completed by a parent. When “creating an account,” enter parent info.
- Financial Agreement**
A Financial Agreement is required for all students. Please make an appointment for your family with Gracie Gaytan, Student Accounts Manager, via <https://calendly.com/aafinances>.
- Recommendation Forms**
Two forms need to be completed, at least one by a current teacher/principal, and the other by a pastor/Pathfinder leader or teacher.

STEP TWO: ENROLLMENT

- FACTS Enrollment**
You will receive an email of your acceptance as an Andrews Academy student with instructions on how to complete FACTS Enrollment.
- Medical Insurance Card**
Upload a clear photo of the medical insurance card (**front & back – jpeg format only**) when completing FACTS enrollment OR email to aaadmissions@andrews.edu.
- Health Appraisal AND Immunization Record (Official)**
Bring the original Health Appraisal form (signed by a doctor) to the school office.
- Immunization Disclosure**
Email to aaadmissions@andrews.edu.
- Birth Certificate or Passport**
Email to aaadmissions@andrews.edu one of the following: birth certificate, passport, or driver’s license.

STEP THREE: CLASS SCHEDULE

- Class Schedule**
 - ◆ **Incoming 9th Graders**
The Class Schedule will be provided at **Grad Bash Brunch – Sunday, June 1 @ 10:30 AM**. Classes cannot be reserved until steps 1 and 2 above are finished. Appointments with the registrar begin June 3.
 - ◆ **Incoming 10th-12th Graders**
Upon completion of FACTS Application/Enrollment and Financial Agreement, an email will be sent to you with instructions to make an appointment with the registrar beginning May 12.
- Your class schedule will be time-stamped and reservation for classes will be based upon availability.

- ◆ After FACTS Application/Enrollment and the Financial Agreement are completed, you will be able to choose your locker for next school year based on the date you finished enrollment.
- ◆ Instructions and forms are located on the Andrews Academy website:
www.andrews.edu/aa/admissions/new-student-enrollment.html

FOR OFFICE USE ONLY

Date _____ Time _____ Locker # _____

User Defined _____ ID
 _____ Birth Certificate or Passport

Portfolio _____ Birth Certificate or Passport
 _____ Insurance Card
 _____ Recommendations
 _____ Health Appraisal & Immunization
 _____ Immunization Disclosure

Banner _____ ACAD in Banner

Other _____ Email to create AU username, password & ID card instructions
 _____ FACTS username and password
 _____ Locker

 _____ One Call
 _____ *E-Sanjo*

 _____ Student Medical Information (print two copies)
 _____ Health App to Health Dept
 _____ Immunizations to Health Dept
 _____ Photo Release (Yes/No)
 _____ MCIR