



New Student Acceptance Process Checklist:

1. Sign Tuition Agreement and pay the deposit
 2. Send us proof of your visa approval to admissions@northernacademy.org.
 3. Pay the remainder of your child's tuition according to the signed Tuition Agreement
 4. Complete your child's Enrollment Consent & Required Documents Form:
 - a. Dorm students, you will need to prepare the following:
 - ☐ A valid health insurance card
 - ☐ Physical Examination Form (completed within 1 year of starting date)
 - ☐ Immunization Records
 - ☐ Read the [Northern Move-In Procedure](#)
 - b. Non-Dorm students, you will need to prepare the following:
 - ☐ Physical Examination Form (completed within 1 year of starting date)
 - ☐ Immunization Records
 5. Once Steps 3 and 4 are complete, we will then send you your child's Official Enrollment email.
 6. Open your child's Official Enrollment email and complete the following:
 - a. Send us your child's photo ID. Photo ID requirements can be found in the official enrollment email
 - b. Look and familiarize yourself with the following links:
 - ☐ Back to School Notice
 - ☐ Student Orientation
 - ☐ Parent Orientation
 - ☐ Office Directory
 - c. Dorm Students:
 - ☐ Have you read the [Northern Move-In Procedure](#)?
 - d. School Uniform:
 - ☐ Did you buy your child's school uniform?
- For any questions regarding school uniforms, please email sao@northernacademy.org.
- e. FACTs Family Portal Accounts
 - ☐ [FACTs Login Instruction for Parents](#)
 - ☐ Did you, the parents, enter an emergency contact person/persons information?