



## Dormitory Move-In Procedure

Welcome Northern Academy Boarding students! Here you will find our dormitory move-in procedure.

### Things to do BEFORE you come to the dorm:

Once you have made your travel arrangements for coming to school, please email us at [dorm@northernacademy.org](mailto:dorm@northernacademy.org).

Please include in your email the following information:

- **Student Name, Grade, and Track**
- **Date and time of your arrival**
- **What is your primary language, if not English**
- **The name and phone number of the person you are traveling/arriving with, or if you are traveling alone.**
- **Anything requiring special attention, eg., food allergy, medication, etc.**

By providing us with this information we can inform you of which dormitory you will be living in and where it is on campus. We will also plan to receive you, help you settle in, and provide you an orientation for your specific dormitory.

### FAQ:

#### When can I move in?

New boarding students can move into the dorms **after 2PM the day before** their first day of enrollment. Your child's first day of enrollment can be found in the Official Enrollment Email.

#### What should I pack?

Please review the **Packing for Boarding Checklist** (Exhibit A) in the Boarding Student Handbook (found in the Enrollment Consent & Required Documents Form).

#### Is there airport pick-up service?

We do not provide airport pick-up service. Upon request, Northern Academy can provide a list of recommended drivers. Parents should choose a service that best suits their needs and contact the driver directly to make arrangements.

#### Can I ship packages to my child?

Yes. You must use the following format:

[Student Name]  
Northern Academy - Attn: Dorm Director  
1 Ashley Ave  
Middletown, NY 10940

We only accept shipments made by prior arrangement. Make arrangements with dorms by emailing [dorm@northernacademy.org](mailto:dorm@northernacademy.org).