



## ADMISSIONS CHECKLIST

- Schedule a tour at Santiago & Friends Academy
  - Tours are provided by appointment only
  - Student applicants are not invited to attend tours
  - Students are invited to the observation
  - Parents are encouraged to invite other related support
  
- Complete an application and mail it with candidate's IEP and any other related information to Santiago & Friends Academy
  
- If an opening is available at the school, schedule an observation
  - SFA personnel will provide a 1-2 hour observation of the applicant to determine whether the placement is a "good match"
  - If an observation is not possible in the applicant's current setting, one of the following alternatives will be accepted:
    - Observation at Santiago & Friends | Family Center for Autism
    - Observation at an alternative setting (not in the home)
    - Video sent in by the family depicting an accurate portrayal of the applicant at their best and in a challenging moment
    - You will be notified within 3 business days of the observation findings
  
- Funding source is identified
  - If private placement, contract is created and signed, and a payment schedule is determined
  - If public placement (school district, DHS, mental health, etc.), a transition meeting is held to review the IEP or day treatment plan and to create and sign a contract
  - Billing is done monthly
  
- Admission of Student
  - If an opening is available, applicant is admitted, and a start date is determined
  - If an opening is not available, the applicant will be placed on Santiago & Friends Academy's wait list