



Application Process

1. **Initial Consultation** - Schedule a 30-minute phone meeting with the School Director/Asst Director to discuss your child's needs and the enrollment process.
2. **School Tour**- Participate in a guided tour of the school to familiarize yourself with our programs, classrooms, and environment.
3. **Application Fee**: To proceed with the application process, submit \$150.00 non-refundable application and intake fee along with the completed application.
4. **Supplementary Documentation**: To ensure the application is complete, please provide all relevant documents:
 - ☐ Current Individualized Education Program (IEP), if applicable
 - ☐ Prior evaluations or assessments (e.g., Occupational Therapy, Speech-Language Pathology)
 - ☐ Behavior Support Plan, if applicable
 - ☐ Current progress reports and/or work samples
 - ☐ Signed Exchange of Information Form, if applicable.
5. **Observation and Meeting**: As part of the evaluation process, the student visits Learning Springs Academy for an observation to determine if the placement is appropriate and to determine if the support of a behavioral therapist is required. (Level 1 or Level 2)
6. **Application submission and review**
 - ☐ Completed Admission Enrollment formThe interdisciplinary team and School Director will carefully review all submitted materials.
An official enrollment decision letter will be sent to you once the review is complete.
7. **Enrollment Completion**
Upon acceptance, families will receive:
 - ☐ An enrollment packet
 - ☐ A Behavioral Services contract, if applicable

All documents must be completed and returned to the school office. Once all paperwork is verified, enrollment will be finalized. If an application remains inactive for 4 weeks, it will be closed. Families may reapply at any time.