

## APPLICATION PROCEDURES

1. The parent, guardian, and/or placing agency must complete and submit the following documents prior to the student's enrollment date:
  - Application for Admission
  - Student Enrollment Agreement
  - Parental Consent & Authorization
  - OTC/Epinephrine Medication Release Form
  - Health Information and Emergency Release Form
  - Commonwealth of Virginia School Entrance Health Form
  - Copy of birth certificate
  - Copy of Social Security Card
  - Consent for Behavior Management
  - Photo Release Form
  
2. If the student will be receiving prescribed medications while at school, the following forms must be submitted prior to enrollment **for each medication**:
  - Medication Consent Form (1 per prescription)
  - Asthma Action Plan (asthma medication ONLY)
  - Permission to Carry Inhaler (if student will self-administer)
  
3. If the student has an IEP or 504 plan, an **updated** IEP/504 Plan, signed by the parent, with change of placement must be submitted prior to enrollment.
  
4. Transcripts are required of all applicants. If not already received as part of the pre-admissions process, the Request for Student Records included in this packet must be delivered to the proper school official at the applicant's current school.
  
5. Mail or fax the completed Application for Admission, including all relevant additional required documents listed on the application to:
  - Admissions Coordinator
  - Bear Creek Academy
  - P.O. Box 192
  - Cumberland, VA 23040
  - Fax: 804-492-9942

**All admissions paperwork must be received by the school on or prior to the student's scheduled enrollment date. Incomplete admissions paperwork may result in the postponement of the student's enrollment date.**