

PRE-ACCEPTANCE PROCEDURES

1. Upon initial referral, the admissions coordinator will have the referring case worker complete a Screening Application.
2. The parent, guardian, and/or placing agency will provide the admissions coordinator with any social and psychological histories requested to assist with the initial screening process.
3. If the admissions team determines that the student may be an appropriate fit for Bear Creek Academy, the parent, guardian, or placing agent will be contacted to schedule a tour of the school facilities and a face-to-face interview with the admissions team.
4. Following the interview, the admissions team will decide whether or not to accept the student. The admissions coordinator will notify the parent, guardian, and/or placing agent regarding the decision. If the student has been accepted, the complete application packet will be sent and a tentative enrollment date will be scheduled.

Please submit the following documents:

- Screening Application
- Authorization for Release of Information
- Request for Student Records
- Current IEP/504 Plan (if applicable)
- Social/Behavioral/Psychological History (if available)
- Most Recent Course Schedule & Grade Report
- SOL Scores (students grades 9-12)



BEAR CREEK ACADEMY

Screening Application

Student Name _____ Date of Birth _____ Age _____

Referred By _____ Date _____ Contact Information _____

Disability: N/A ADD AD/HD SLD SED Other: _____

Presenting Problems: _____

Gender: M F IQ: _____ Grade Level: _____ Current School: _____

Physical Limitations: _____

Previous Placement and Outcomes _____

Legal Charges & Dispositions _____

Parent/Legal Guardian _____ Relationship to Student _____

Address _____ Phone Number _____

Family History _____

Current Prescribed Medications _____

Contraindications: Assaultive Fires Sex Offender Runaway Suicidal Self-Harm Medical Gang
Serious Addiction Felony Firearm Drugs at School Weapon at School Psychosis

Student's Strengths _____

Other Information and Comments _____

Interview Information

Date: _____ Participants: _____

Student Handbook & Application Given to Applicant: Yes No If no, why not? _____

Interview/Admissions Review Participants: _____

Student Accepted: Yes No If "No", Reason why not: _____

Completed By _____ Date _____



BEAR CREEK ACADEMY

AUTHORIZATION FOR THE RELEASE OF INFORMATION

Name: _____ SSN: _____ DOB: _____

This authorizes Bear Creek Academy, Inc. to ___ send to; ___ receive from:

The following information:

_____ Discharge Summary	_____ Treatment Plan	_____ Diagnosis
_____ Educational Testing	_____ Quarterly Reviews	_____ Grade Reports
_____ Other (please specify): _____		

For the purpose of:

_____ Assessment/Evaluation	_____ Service Coordination	_____ Referral
_____ Determination of Eligibility	_____ Treatment Planning	_____ Case Management
_____ Other (please specify): _____		

Limitations or Restrictions: _____

I understand that, if not previously revoked, this consent will expire **one year** after the date of my signature unless otherwise specified here: Authorization expires _____ (not to exceed one year). I may cancel this consent at any time by submitting a written statement to this effect to Bear Creek Academy, Inc.

Parent/Guardian Signature: _____ Date: _____

Witness Signature: _____ Date: _____



Request for Student Records

To the Parent or Guardian:

To complete the application process, please sign the following release statement and deliver to the Guidance Office at the applicant's current school. This will give Bear Creek Academy access to the applicant's official transcripts, records, and confidential files. If you have any questions or difficulties in having materials sent to Bear Creek Academy, contact the School Administrator.

Applicant's Name: _____

I hereby authorize my child's school to release transcripts, test scores, and health information (including immunization records) and any confidential files to Bear Creek Academy.

Parent/Guardian Signature: _____ Date: _____

To the Counselor/Principal:

The above-named student has applied for admission to Bear Creek Academy. Thank you for assisting us in the admission process by forwarding the requested records to:

Director of Education
Bear Creek Academy
P.O. Box 192
Cumberland, VA 23040
Fax: 804-492-9942

- Academic transcripts, including courses and final grades
- Standardized test data, including SOL test scores
- Records or evaluations pertaining to any placement in special education programs, including:
 1. Eligibility Committee Minutes
 2. Most recent IEP
 3. Behavior Intervention Plans
 4. Functional Behavior Assessments
- Health/immunization records