

STUDENT ENROLLMENT GUIDE

We have open spots for the upcoming school year.

We also have openings in our homeschool enrichment program.



STEP 1: ENROLLMENT APPLICATION

Complete the [Enrollment Application](#) and sign the Handbook Agreement after reading the [Handbook](#).

STEP 2: FAMILY INTERVIEW/SITE TOUR (NEW STUDENTS ONLY)

Complete a student/family interview. Use our [calendly](#) to set an appointment. Admin will email you to arrange this after you've completed the enrollment application. This can also be done before step 1. *ATO Academy will not be a great fit for every family. We may not be able to meet the needs of the student as well.* For this reason, we ask that the student(s) attend the interview as well.

STEP 3: RECORDS REQUEST

ATO Academy requests previous school records before making an admission decision. Previous school records include grades/transcripts, disciplinary records, test scores, special education records, attendance records, and anything else that is pertinent. Parents/guardians will need to sign a [records release form](#) during the family interview.

STEP 4: FORMS

ATO Academy will email an acceptance or denial letter to the email/s on the enrollment application form. If accepted, please submit the child's birth certificate and current immunization records within 3 business days of email. Instead of immunization records, you may also submit a [medical exemption form](#), [religious beliefs exemption form](#), or [personal beliefs exemption form](#).

STEP 5: REGISTRATION FEE

ATO Academy will email you an invoice for the registration fee. The invoice must be submitted in Class Wallet if paying with ESA. Proof of submission will hold your student's spot. You may also pay by cash, check, Venmo, or Zelle. This fee must be paid before the student can start school, even if the student does not have ESA yet. For ESA information, visit [AZED ESA Website](#).

STEP 6: TUITION PAYMENT

First quarter tuition is due the day before school starts. Your student will not be allowed to attend school if the tuition is not paid. This includes any out-of-pocket tuition for the quarter.

As a private microschool, ATO Academy reserves the right to refuse admittance for any reason. Student Enrollment in ATO Academy is complete once ALL of the above steps have been completed.