



# Atlanta Youth Academy

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## Required Documentation Checklist

Atlanta Youth Academy requires the following records for the admissions and enrollment processes:

### Admissions Documents (required for admissions consideration)

- Admissions Application
- Student's Birth Certificate
- Name of student's custodial parent/guardian, address and telephone number
- Academic transcripts and Discipline records
- Attendance data
- Health records
- Standardized test scores

### *RTI and Special Education*

- Academic interventions
- Behavioral interventions
- Diagnostic reading test results
- Psychiatric and Psychological evaluations
- Speech and Hearing evaluations
- Individualized Education Plans
- 504 Plans

### Enrollment Documents (required after formal admissions invitation is extended to family)

- Family Financial Contract
- Emergency Contact Information
- Social Security Card
- Immunization Records (**GA form 3231 rev. 2014**)
- Hearing, Vision, Dental Screening Records (**GA form 3300 rev. 2013**)
- Court Documents (*if applicable*)
  - Current Guardianship Agreement
  - Current Custody Agreement

### **FOR SCHOOL USE ONLY**

Verified by:      Initials/date

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- Academic records received
- Health records received
- Discipline records received
- Recommendations received
- Contract Signed