

APPLICATION PROCEDURES

1. Upon initial referral, the admissions coordinator will obtain sufficient information to complete a Screening Application. The parent, guardian, or placing agency will provide the admissions coordinator with any social and psychological histories requested to assist with the initial screening process.
2. 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.
3. 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, an enrollment date will be scheduled.
4. The parent, guardian, and/or placing agency must complete and submit the Application for Admission, Student Enrollment Agreement, Payment Agreement, Parental Consent form, Health Information and Emergency Release form, Medication Release Form, Request for Student Records, and Commonwealth of Virginia School Entrance Health Form prior to the student's enrollment date. A copy of the student's Social Security card and Birth Certificate must also be submitted to prior to the enrollment date.
5. Transcripts are required of all applicants. The Request for Student Records included in this packet must be delivered to the proper school official at the applicant's current school.
6. 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
7. 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.