



Dear Parent/Guardian:

We are pleased to inform you that your child has been selected to attend the Academy of Dover for the upcoming school year. In order to complete the enrollment process, the next five steps in the enrollment process are as follows:

****NOTE:** By enrolling your child(ren) at the Academy of Dover, in accordance with Delaware Law, your child is required to attend the Academy for a minimum of one school year.

1. Fill in all forms attached
 - Admissions Profile (all attached forms)
 - Emergency Contact/Permission Form
 - Release of Student Records Form
 - Photo/Video Permission
 - Title 14 Statement
2. Have your child's doctor fill in the documents on this list:
 - Child Health Assessment
 - Certificate of Immunization
3. Ask your doctor for a copy of:
 - Your child's official immunization record (Kept in the doctor's office)
4. Bring in the documents on this list:
 - Parent/Guardian state ID or Driver's License
 - Child's birth certificate
 - Proof of Residency (utility bill, tax record, lease)
 - IF your child is in grades 1-6: Child's Last Report Card
 - IF your child receives Special Education: IEP
5. Return all forms from the above lists to the Academy of Dover Charter School as soon as possible.

Failure to complete and return the enrollment forms may result in your child losing this slot. If you have any questions or need assistance, please contact the Academy of Dover Charter School at 302-674-0684.

Welcome! We look forward to an AMAZING EXPERIENCE!