

Joining Procedure

Parent Responsibilities:

- Complete electronic application packet prior to student's first day
- Complete and turn in Intent to Homeschool form to your resident district in person or online if choosing home-education as your relationship with ACA.
- Complete Cutter School District application if choosing to be in district with Cutter. (May involve school-choice forms if outside of district)

Admin Coordinator Responsibilities:

- File ACA application and Cutter Application hard copy in student files and digital copy in dropbox
- Submit Cutter Application to Cutter offices
- Direct family to communication applications used for their classroom
- Provide teachers with family contact information
- Provide family with ACA lunch options information
- Update enrollment information on the spreadsheet
- Place a contact form in the therapy basket for screening

Program Director Responsibilities:

- Conduct Tour
- Approves therapy referral information as needed

Therapy Liaison Responsibilities:

- Schedule placement testing
- Communication with Special Education and families to initiate services
- Retain folders and schedule intervention meetings for all students receiving therapy services
- Manage IEP's and attend meetings
- Contact teacher and Program Director with therapy schedule/IEP accommodations

Financial Manager Responsibilities:

- Communication with new families to create a payment plan

Social Media Coordinator Responsibilities:

- May request information for the family directory
- Provide family with ACA FB and IG pages
- Check in with family to ensure access to the Academy Track CC app