



Edelweiss Private Academy Intake Procedure

An initial intake and assessment, conducted by EPA Senior Staff, is mandatory for every student interested in enrolling at EPA.

Step 1: Parents/Caregivers submit an *Application for Admissions Form* via EPA's website.

Step 2: Once the application received, our School Administrator will contact you to set up an introductory meeting with Parents/Caregivers.

Step 3: If Parents/Caregivers wish to proceed with registration following the introductory meeting, an EPA *Registration Form* will be provided for completion upon the Parents/Caregivers request.

Step 4. Parents/Caregivers provide written permission for EPA to contact the student's previous school.

Step 5. EPA Principal contacts the previous school to obtain an academic and behavioural history.

Step 6. A Parents/Caregivers interview meeting will be scheduled with our Intake Coordinator to gather important background information about the student. *Please note the registration form must be completed to proceed with this step.*

Step 7. A trial day(s) will be scheduled during which the student will be integrated into classroom activities and have an opportunity to meet EPA staff, and students.

Step 8. If the trial period is successful, a one-to-three-hour academic assessment will be scheduled. This assessment will consist of Direct Instruction Placement tests and/or ABLLS-R programming.

Step 9. Parents/Caregivers will be provided with a written assessment report outlining placement recommendations for a review and signature.

Note: If the assessment cannot be completed for behavioural reasons then the client will be referred to TIPES or equivalent.