



## **10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> Grade Admission Instructions for 2019-2020**

Dear Student and Parent/Guardian,

Thank you for your interest in Academy of the Canyons! To apply for admission as a 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade student for the 2019-2020 school year, please follow these instructions and be aware of the due dates.

Admission to AOC is available to students living within the area served by the William S. Hart UHSD. If requested, applicants must be able to prove residency in the district boundary by Friday, March 29, 2019.

### **APPLY: no later than Friday, February 22<sup>nd</sup> by 3pm**

1. ALL students complete online Admission Application
  - a. Go to [www.academyofthecanyons.com](http://www.academyofthecanyons.com)
  - b. Click on Admissions Information in Quick Links
  - c. Click on APPLY NOW
  - d. Complete and submit the application
2. **Non-Hart District students (including SCVi, and OFL) must submit ADDITIONAL application documents by February 22<sup>nd</sup> at 3pm.** The Hart District high schools are Hart, West Ranch, Golden Valley, Saugus, Canyon, Valencia, Learning Post/Hart@Home, Bowman, and Sequoia and these applicants do not submit additional documents.

**Turn this page over to see the document list and instructions.** 

### **SELECTION**

1. All applicants will receive a lottery eligibility letter in regular mail no later than the week of March 4, 2019.
2. Lottery will be held on Wednesday, March 13<sup>th</sup> for all eligible applicants.
3. Selected and waitlisted student lists will be posted on the AOC Admissions webpage by 5pm on March 13<sup>th</sup>.
4. Lottery result letters will be mailed home in regular mail and be received the week of March 18<sup>th</sup>.

### **ACCEPTANCE: Friday, March 29<sup>th</sup> by 3pm**

1. Student's Intent to Enroll reply DUE to AOC (student is accepting AOC's offer of admission)
2. Non-Hart District students' **additional enrollment documents DUE**
3. Student/parent attends **mandatory** 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> Grade Orientation on Wednesday, May 22, 2019 from 6:00-8:00pm at AOC Room 101. Non-attendance at this meeting may jeopardize admission to Academy of the Canyons.

We appreciate your interest in AOC and look forward to evaluating your application.

Sincerely,

Dr. Pete Getz  
Principal



## **Non-Hart District Additional Documents Instructions for 2019-2020**

Dear Student and Parent/Guardian,

As a student at a **non-Hart District school (including Castaic MS, SCVi, OFL, Mission View)**, you have to provide us with the following documents as part of your application. We are only able to access these materials from Hart District schools that share a data system. You can submit your online application before giving us these materials, but please know that we won't be able to evaluate your application until we receive all the documents.

**We must receive your additional documents no later than Friday, February 22, 2019 at 3pm or your application will be voided and not considered for admission.**

### **Additional Required Application Documents: Due no later than Friday, February 22, 2019**

1. Unofficial Transcript **or** if a transcript doesn't exist, copies of report cards (all junior high final report cards for 9<sup>th</sup> grade applicants and high school report cards for 10<sup>th</sup>-12<sup>th</sup> grade applicants)
2. Most recent Progress Report
3. Attendance to date report\*
4. Discipline/Behavior report\*
5. IEP or 504 report (if applicable)

\*Please include letters from school officials indicating that a student doesn't have an attendance or a behavior report to include.\*

### **Ways to Submit: No later than Friday, February 22, 2019**

1. **Email** scanned/pdf documents to [sherrera@hartdistrict.org](mailto:sherrera@hartdistrict.org)
  - a. Please DON'T send picture files (NO jpeg, tiff, gif, bmp, png)
  - b. Put "APPLICANT: Student Name" in the subject field
  - c. A reply email confirming receipt of documents will be sent within 72 hours
  - d. If you don't receive a reply, please call the school at 661-362-3056.
2. **Bring** documents to the AOC Office
  - a. Please bring documents ready to submit
  - b. Office closes by 3:45pm M-F
3. **Mail** documents
  - a. AOC Admissions, 26455 Rockwell Canyon Rd., Santa Clarita, CA 91355
  - b. Must be RECEIVED by February 22<sup>nd</sup> at 3pm.
4. **Fax** to 661-255-2954
  - a. Please include a cover sheet with the NAME of the APPLICANT

We appreciate your prompt consideration in gathering and submitting these materials no later than the February 22<sup>nd</sup> at 3pm deadline.

Sincerely,

Dr. Pete Getz  
Principal