



# HOW TO ATTEND A3 HIGH SCHOOL

## STEP 1: LEARN ABOUT A3

**Each** of these steps are important to see if A3 is right for YOU.

### Fill out our interest form:

Point your camera at the QR code below and fill out our interest form or go to:

<https://forms.gle/nh252irgdLQLctDK6>.

### Attend an information night:

A3 staff answer questions and share core values, and students and families can tour the facility. Call us at 541-744-6728 for dates.\*

### Shadow an A3 student:

Students can spend half a day attending classes with a current student. This will help students see how we "do school differently." Call to schedule.\*

### Take a tour:

Students and families can take a tour of our campus from a current student, and meet with a staff person to ask questions. Call to schedule.\*

**Students with an IEP or 504 plan:** Contact the school to schedule a transition meeting with our Special Education teacher/504 Coordinator and learn about the services available at A3.

\*Current 9th, 10th and 11th graders, please bring your transcript to each of these steps.

## STEP 2: FILL OUT YOUR TRANSFER FORM

## STEP 3: WATCH YOUR USPS MAILBOX

Go to [springfield.k12.or.us](http://springfield.k12.or.us) and go to **Forms Library** >

Transfer: "Within-District" or "From Outside District," fill out the form and either:

- Hand deliver to 640 A Street, Springfield OR 97477
- Scan form and send in email to [amy.stephens@springfield.k12.or.us](mailto:amy.stephens@springfield.k12.or.us)
- Fax form to 541-726-3316 or
- Send via snail mail to 640 A Street, Springfield, OR 97477

**Keep an eye on your mailbox for the SPS transfer approval letter. When you receive the letter:**

**If A3 has room in your grade level:**

Our registrar will contact you via email regarding next steps.

**If A3 doesn't have room in your grade level:**

You will receive a letter indicating you are on the waitlist.

## STEP 4: ATTEND AN EVENT

### A3 Portfolio and activities

For this event:

- Students prepare a portfolio with 1-2 things they are proud of. Examples: art, story, poetry, picture of something they built.
- Students will present their portfolios to staff and explain why they want to attend A3.
- Students participate in a team activity based on one of the A3 majors.
- Students will be asked to reflect on themselves as a student.

**OR**

### Freshman Summer Arts Experience

For incoming freshmen only: A3 offers a free weeklong Arts Day Camp for incoming freshmen to experience what it's like to think and work like an A3 student. Students will receive an email invitation to the camp. Students will choose between a Visual Arts or a Performing Arts experience.

## STEP 5: WATCH YOUR INBOX

## STEP 6: ATTEND FALL REGISTRATION

**Our registrar will contact you via email for next steps.**


- Forecast classes
- Finalize enrollment packet paperwork:
  - Proof of address (rental agreement/mortgage/utility bill/property tax bill).
  - Birth certificate, immunization record.

Submit outstanding documents  
Sign Community Agreements and Attendance Expectations


## STEP 7: ATTEND NEW STUDENT ORIENTATION

Watch your email for an invitation to New Student Orientation. Orientation ensures that you have all the right tools to begin at A3. Students will familiarize themselves with the campus and how we do things at A3 and meet a few people.

Academy of Arts & Academics High School | 615 Main Street, Springfield, OR 97477 | 541-744-6728

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 [@a3highschool](https://www.instagram.com/a3highschool)

 [a3.springfield.k12.or.us](http://a3.springfield.k12.or.us)



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