STUDENT FILE CHECK OFF SHEET

Please check all appropriate boxes. If a box does not apply to your student, please write n/a

- [ ] **Online Application**
- [ ] **Application**
- [ ] — All information is accurate in CLASS. (address, SSN, citizenship, etc.)
- [ ] — Program is indicated on Application with the correct title from the catalog
- [ ] — Signed off that catalog is received
- [ ] **Enrollment Agreement**
- [ ] **Student Receipts**
- [ ] — Student file has receipt of payment charged
- [ ] — Student file has receipt of payment made
- [ ] — If payment not made, a copy of the sign off sheet is in file signed by student, rep and DOA
- [ ] **Student Profile / Lead Card**
- [ ] **Immunization**
- [ ] **Entrance Requirements**

CHOOSE ONE OF THE FOLLOWING THREE

- [ ] — Entrance exam ....*or*
- [ ] — GPA of 2.0 or higher listed on official High School or College Transcript ....*or*
- [ ] — ACT/SAT score listed on official score report

- [ ] — Copy of graduation on file. (GED or HS transcript) ....*or*
- [ ] — HS affidavit
- [ ] — Entrance score entered in CLASS
- [ ] — Conditional Enrollment. IF student is on conditional enrollment, form must be attached and signed by student and DOA
- [ ] **Admissions worksheet for college credit transfer**
- [ ] **Laptop Requirements**
- [ ] **Pilots only: FAA Medical Exam** (Student Pilot Certificate 1st or 2nd Class)
- [ ] **Pilots only: Proof of US Citizenship** (Birth Certificate or Passport)
- [ ] **Pilots only: Flight Syllabi Acknowledgement Form**
- [ ] *Missing Documents entered*
- [ ] *Verify track grad date program with CLASS*

OPEN ITEMS

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____