



Admissions Checklist

- Request a Parent Packet from The Joshua School
 - Call the main office with your mailing address
- Schedule a tour at The Joshua School
 - Tours are provided monthly ([link](#))
 - Student applicants are not invited to attend tours.
 - Students are invited to the observation
 - Parents are encouraged to invite school district representatives, mental health professionals, or other related support
- Complete an application and mail it to The Joshua School
 - Included in Parent Packet
 - See Admissions Forms ([link](#))
- Schedule an observation
 - TJS personnel will provide a 1-2 hour observation of the applicant to determine whether the placement is a “good match”
 - If an observation is not possible in the applicant’s current setting, one of the following alternatives will be accepted:
 - Observation at The Joshua School
 - Observation at an alternative setting (not in the home)
 - Video sent in by the family depicting an accurate portrayal of the applicant at their best and in challenging times
 - You will be notified within 3 business days of the observation findings
- Funding source is identified
 - If private placement, contract is created and signed, and a payment schedule is determined
 - If public placement (school district, DHS, mental health, etc.), a transition meeting is held to review the IEP or day treatment plan and to create and sign a contract
 - Billing is done monthly
- Admission of Student
 - If an opening is available, applicant is admitted, and a start date is determined
 - If an opening is not available, the applicant will be placed on The Joshua School’s Wait List and the family will be notified when an opening is available