

**Dear Parent:**

The American Creativity Academy - Hawally is a Pre-K through grade 12 school, providing quality education to the families it serves. Although we strive to meet the needs of all our students, we do not have the facilities or support services to serve students with any special needs, such as learning disabilities, ADHD/ADD or behavioral problems that interfere with the educational environment. This support includes trained counselors, certified teachers and programs designed to assist these students to achieve their full potential. Smaller class sizes and educational/emotional support are critical to their success in school.

The school reserves the right to conduct in-house screening where necessary to support the possible need for further testing. Should the school require your child to be tested by an outside agency, we will apply the Ministry of Education regulations.

It is for this reason that the policy of the American Creativity Academy requires parents to submit all documentation during registration. your child cannot be accepted for admissions testing until all documentation have been turned in to the Registrar's office. Documentation includes all prior school records, all records pertaining to your child academic career, plus medical records where applicable. If all documents pertaining to your child are not submitted or if any document is intentionally withheld or altered the American Creativity Academy reserves the right to suspend or terminate registration/enrollment of your child without refund of the KD 100 registration deposit, as well as that portion of the fee that has been paid. Our goal is to ensure that your child receives the best education possible, in an environment that meets his/her educational needs. We thank you for your understanding.

I have read and understand the above statement.

The parents of (student name): .....

Requested grade level: .....

.....

Parent Name

Parent Signature

Date

Please indicate the names and addresses of the previous school(s) for the past four years.

Name	Grade	Years attended
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.....	.....	.....
.....	.....	.....
.....	.....	.....