



MADISON **ACADEMY**

Mind. Body. Soul.

ADMISSIONS PROCESS

PHASE 1

INQUIRE
TOUR
APPLY

PHASE 2

SHADOW DAY
INTERVIEW
ASSESSMENT

PHASE 3

OFFER LETTER
ACCEPTANCE
ENROLLMENT



tour@macademy.org
256-469-6410



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ADMISSIONS PROCESS

Phase I: Inquire, Tour, Apply

Step 1: Inquire

Visit www.macademy.org, click on the **Admissions** tab, and select **Inquire**. Complete the short form to share basic information about your student.

Step 2: Campus Tour

After submitting your inquiry, you'll receive a confirmation email with a link to schedule your private tour. If you are unable to find a time that works best for you, please contact the Admissions Team.

Questions?
email tour@macademy.org or
call 256-469-6410.

Step 3: Apply

Visit www.macademy.org, select the **Admissions** tab, then **Apply Today**.

- The application has up to 16 steps, all of which must be completed before submission.
- When finished, click **Submit & Pay** to finalize your application. The fee is \$135.

New families applying to Madison Academy are required to create an account. Once the account is created, you will receive login information to access the online application.

Current MA families may navigate directly to your parent portal to access the online application.

After submission:

- Madison Academy will send a confidential electronic recommendation form to your reference provided on your application. Once the recommendation is submitted, you will receive a confirmation email.
- The Admissions Team will request unofficial transcripts, attendance records, and conduct reports for applicants in grades 1 through 12.

Thank you for completing Phase 1

Our admissions team will carefully review your child's application, references, and unofficial transcripts. If your child meets Madison Academy's admissions standards, you will be invited to move forward to **Phase II** of the application process.



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Phase II: Shadow Day, Interview, Exam

Shadow Day

- Preschool & Kindergarten: Applicants are not required to participate in a shadow day.
- Grades 1–12: Applicants will be invited to participate in a Shadow Day, where they are paired with a Madison Academy student to experience a day in the life at MA.

Entrance Exam

- Preschool & Kindergarten: Applicants under the age of five will complete an age-appropriate assessment.
- Grades 1-12: During the student's Shadow Day, a school counselor will administer an Entrance Exam.

Student & Family Interview

- Grades Preschool - KG: The applicant and parents will be given a child-friendly tour.
- Grades 1 - 6: The applicant and their parents will complete a family interview with the principal.
- Grades 7 - 12: Only the applicant is required to interview with the principal.

Questions?

email tour@macademy.org or
call 256-469-6410.

Committee Formal Review

After Phase II, your child's application is reviewed by the Admissions Committee, which typically includes individuals who evaluate the student's academic and spiritual fit with the school's mission and values. The committee considers recommendation letters, transcripts, entrance exam results, Shadow Day experience, interviews, and feedback from staff. The Admissions Office typically notifies families within one week of the decision.

- If selected, you will receive an "Offer" letter and will have three days to accept or decline the offer.
- Accepting the offer moves your child into Phase III: Enrollment.



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Phase III: Enrollment Process

Family Portal

Existing Families Instructions:

- If you already have a student at Madison Academy, you can skip creating a new login and go directly to your enrollment packet.
- Log in to your Family Portal. Once logged in, skip to the Enrollment Packet section below for additional instructions.

New families must first create an account (see instructions in the next section).

Create an Account

New Families Instructions:

- Create a separate FACTS Family Portal account (different from your application account). You'll receive an email within 3 minutes with a link to finish account creation. Complete the setup within 15 minutes before the link expires.
- Use **MA-AL** as the district code.
- Sign in with the username and password you chose.

Enrollment Packet

Once in the Family Portal, go to the Apply/Enroll tab and select Enrollment/Reenrollment, then click the link for **Online Enrollment**.

- The page will list the school year and the names of your student(s). Click on 'Start Enrollment Packet' for your child.
- Complete all required forms in the enrollment packet.
- Submit the completed packet and pay the **\$200 enrollment fee**.
- You will receive a confirmation email once the submission is complete.

**Reminder: The enrollment packet must be completed within three days to secure your child's placement.*

Thank you for completing Enrollment

If you have questions, email us at admissions@macademy.org or call 256-469-6410. We look forward to connecting with you and sharing more about our vibrant community.