



**American
Leadership
Academy**

Academics | Leadership | Character | Service

American Leadership Academy (ALA) Admissions Policy

American Leadership Academy's (ALA) mission is to enable students globally to access quality education from the comfort of their own home. We foster middle school and high school learning pathways that value individuality, offer need-based pacing, and a balanced development of course work with service as a global citizen. Students enrolled at ALA receive:

- Access to high quality standards-based assessments (MAP)
- Self-paced rigorous online coursework aligned to state and national standards.
- Personalized learning plans and academic support through experienced administrators, teachers, and tutoring staff.

How to Enroll?

Registration for ALA is completed online. The following outlines the steps for completing your child's registration.

1. Visit the ALA Admissions Page by clicking the following link: [ALA Admissions Link](#)
2. Create an account for Sycamore by providing your contact and family details
3. Once an account is created, read all the instructions and upload PDF versions of the following documents in the Sycamore portal
 - a. Student birth certificate
 - b. Previous school transcript
 - c. Parent(s) ID
4. Pay the **\$100 registration fee** (covers assessment fee and registration licenses) for individuals. The fee for a **family of two or more students is \$150**.

If you are enrolling multiple children, a new application must be completed for each student.

Application Review

Once your application has been submitted, our admissions team will review it. Please **allow 2-3 business days for this process to be completed**. If your application is missing information, a school administrator will contact you for follow up. Once your file is considered complete, you will receive an official acceptance letter. **Please note that parent delays in completing the application process may result in delayed registration for student coursework**. If you are affiliated with a Hifz program, registration with ALA is a separate process and must be completed prior to beginning coursework.

MAP Diagnostic Assessments

After completing the enrollment process, students must complete NWEA MAP standardized assessments in math, reading and language arts. This process takes approximately 3-5 days to complete. The data from these assessments is then analyzed by our school administration team and students are placed into appropriate coursework based on their current level.

Course Placement

ALA uses an online learning platform with a large catalogue of standards aligned courses. Upon completing their MAP assessments, students will receive a unique username and password to access their courses. Students will initially be placed in their grade appropriate Language Arts course until a parent meeting takes place to finalize their student's course plan.

Parent Meetings

Parents are encouraged to attend a meeting with a school administrator to review their child's MAP assessment results and recommended course placement. Sign-ups are provided by the school administration with a specific time window. This is an opportunity for parents to be involved in the development of the student's academic plan and to learn more ways to support their child. If parents are unable to attend, a default course plan will be designed and implemented for your child.

Tuition and Fees

Enrollment at ALA provides students with high quality access to world-renowned educational programs such as NWEA MAP and Edgenuity. Tuition and fees help cover these costs as well as our support and administrative staff. For these reasons, parents are required to fulfill their financial agreement. This includes:

- Submitting monthly tuition payments by the 5th of each calendar month
- Paying a non-refundable tuition deposit equal to one month's tuition

Student Transfers

ALA encourages all parents to communicate with school administrators if they are facing any challenges or are not satisfied with their student's experience. However, in the case a parent wishes to unenroll or transfer their child, parents must complete the following:

1. Notify the school principal or superintendent by email 30 days in advance of the child's transfer
2. Complete the online ALA Exit Interview Form provided by a school administrator
3. Fulfill any remaining financial obligations if applicable

Failure to complete the above may result in a hold on your child's transcripts.

Transcripts/Student Files

After completing the above steps, ALA will provide any requested ALA student transcripts (i.e., report cards, assessment results) to the school the child is transferring. Please note that transcripts are only available if a child has completed any courses in which he or she was enrolled at ALA. Official transcripts are only released when requested by another academic institution.