

## Required Enrollment Information

Below is information about essential dates and deadlines to complete your enrollment as an Admitted or Wait-pooled student. To maintain your status, you are responsible for adhering to deadlines and completing the items detailed in this document. We have updated this handout with the latest information available as of **April 22, 2024**. If any changes are made, you will receive written notification to the email addresses and home mailing address(es) listed on your application; it will also be updated in the Orientation portal.

### Online Student Portal

Students and parents are encouraged to utilize our online student portal to ensure ease of access. To access the Class of 2027 Orientation portal, go to [imsa.edu/orientation](https://imsa.edu/orientation) and enter **NSO2027** as the password. From there, you will find links to all required steps and important updates below. This portal is live and will be updated throughout the summer and during orientation to include orientation slides, important information, and contact information.

### Confirm Your Decision

**Due by May 8, 2024**

On May 1, all students will be emailed instructions to officially respond to their decision and a non-refundable seat reservation fee of \$250 for Admitted students. Waitpool students will not be asked for a seat deposit until they have been invited to join the Class of 2027 as an Admitted student. ALL Admitted and Waitpool students must complete the steps below to maintain their status. Students are also welcome to an online Q&A session on Saturday, May 4, from 3:00 p.m. - 5:00 p.m., co-hosted with our Parent Association Council, PAC. Parents and students from your area will be able to get your questions answered. The Zoom link can be found in your Orientation Portal.

**If you have any questions regarding the admissions decision process, please contact the Office of Admissions at [admissions@imsa.edu](mailto:admissions@imsa.edu).**

# Placement Exam

## Exam Registration

**Due by May 8, 2024**

Placement exams are for all Admitted and Waitpool students for placement into classes for the fall. All students are required to take exams in Mathematics; World Language is required if a language has been studied; and Science is optional. All placement exams will take place either on IMSA's Campus or at a downstate location in Litchfield. Your exam site is confirmed at the end of the Placements Survey based on your preferred selection. If you have any questions about your selected location, you may email [prinoffc@imsa.edu](mailto:prinoffc@imsa.edu).

In most sections, you will need the following information to complete the online Placement information registration form: School or program name so where the course was completed, course names, and grade level completed.

## Placement Testing Days

**Friday, May 10, 2024, at Litchfield, IL, or Friday, May 17, 2024, at IMSA, Aurora, IL.**

Placement testing is for all Admitted and Waitpool students for placement into classes for the Fall of 2024.

You will be required to have a picture ID in hand for check-in. We recommend that you bring a minimum of three #2 pencils. Calculators will be allowed for portions of selected exams; however, proctors will announce when a calculator can and can not be used.

Placement Testing Day check-in will vary based on location, please review your selection carefully. Exams will begin promptly at 9:00 a.m. no late entry will be allowed. Departures will be dependent upon the pre-selected exams. Parent programming will be available at each location, details to be advised by the Principal's Office.

Lunch will be provided on-site, however, if there is a dietary restriction we recommend that you bring your own non-perishable lunch/snacks. Lunch can not be delivered to students.

**If you have any questions regarding placement exams, please contact the Principal's Office at [prinoffc@imsa.edu](mailto:prinoffc@imsa.edu).**

## Required Annual Registration Forms

**Due by May 31, 2024**

All parents of Admitted and Waitpool students for the Class of 2027 must complete all required forms listed in PowerSchool before May 31, 2024. **A late fee of \$50.00 will be charged for any late forms.** The registration forms are available in PowerSchool under FORMS. Log into your parent PowerSchool account using the Access ID and Password sent to you by mail with your decision letter and instructions on how to log in. Waitpool students should not submit any payments (orientation, student fees, etc.) until they are invited to attend IMSA.

**If you have any questions regarding the required annual registration forms, please contact Minerva Ratsamy in the Student Affairs Office at [mratsamy@imsa.edu](mailto:mratsamy@imsa.edu).**

## Summer Orientation

**June 14, June 15, and June 23, 2024**

All Admitted and Waitpool students for the Class of 2027 must participate in a Summer Orientation session. Summer Orientation aims to help students prepare for the necessary adjustments to Academy life. This in-person experience is designed to ease the transition to the Academy for students and parent(s)/guardian(s). The cost is **\$65.00 per person** and is collected at the time of registration. Students who receive free or reduced lunch will receive a fee waiver code to enter when registering.

Families **must** register for one in-person session. Due to capacity limitations and to ensure the best experience for incoming families, please limit attendance to the incoming student and one parent/guardian. Sessions will last all day (8:00 a.m. - 5:00 p.m.). See below for the following date:

● **Accepted Students:**

- o Friday, June 14, 2024
- o Saturday, June 15, 2024

● **Waitpool Students:**

- o Sunday, June 23, 2024

**Orientation registration opens on May 6, 2024, at 8:00 a.m.** Registration links for orientation can be found in the Online Student Portal. \*Waitpool students are required to attend a session but will not have to pay unless they later are admitted as accepted students to the Academy. Please use the following code to register for the June 23, 2024 orientation session: **WAITLIST27**  
\*\* Accepted students who qualify to receive free or reduced lunch, please use the following code to register for June 14 or 15, 2024: **OFL2027**

**If you have any questions regarding orientation, please contact Emma Wilson in the Student Affairs Office at [ewilson1@imsa.edu](mailto:ewilson1@imsa.edu). Students are also invited to join the IMSA Class of 2027 Facebook group.**

## **Auditions for Band/Orchestra and Choir**

To participate in the IMSA Music program, all students must audition. The audition determines each student's preparedness for the Band, Orchestra, and Choir. Band, Orchestra, and Choir students will have (3) three date opportunities to audition: Friday, June 14, Saturday, June 15, and Sunday, June 23. Please refer to the Online Student Portal for the registration link for audition times. There are many times available each day, so please be sure to scroll down once you have clicked on the link below to find the three date options. All student auditions will take place during the Orientation. The signup link will be available in the online student portal.

## **Excel Program (Selected Students Only)**

**Sunday, July 7 – Friday, July 26, 2024,**

If an admitted student is selected to participate in the EXCEL program, it is a MANDATORY, three-week summer academic experience before enrolling at the Academy. EXCEL is designed to improve a student's academic skills in math, science, and English. Students are selected in part based on placement test results. Self-nomination to EXCEL is not permitted. Notifications for those selected to participate in EXCEL will be released by mid-June, and confirmation will be made that the program will be conducted on-campus at IMSA.

**If you have any questions regarding EXCEL, please contact Dr. Anita White at [awhite@imsa.edu](mailto:awhite@imsa.edu).**

## **In-State Student Fee Payments**

**National Programs Applications for Student-Fee reductions are due by July 15, 2024.**

**In-State Student Fee Payments and Fee Agreements for payment plans are due by August 1, 2024.**

With your decision letter mailing, Illinois students will receive instructions to access IMSA's student information system, PowerSchool, and payment portal, MySchoolBucks, in preparation for the July invoice of student fees. All initial and full payments must be made online through the MySchoolBucks link in the PowerSchool parent/guardian account upon receipt of the July invoice or by the August 1, 2024 payment deadline. Please note that this deadline only applies to admitted students. Waitpool students will not be invoiced a Student/Class fee until enrollment is offered, and then they will need to make payment.

For the 2027 class, IMSA's In-State Student Fee structure is based on the National School Lunch & Breakfast Programs (the "National Programs"). IMSA assesses this fee on a six-tier sliding scale—\$7,050, \$5,790, \$4,340, \$3,200, \$1,820, and \$660—depending on the student's total family income and the number of family members in the household. The annual student fee (\$7,050) will be the same for the three years the student attends IMSA. The annual Student Fee reduction is determined each school year, as described below.

Any Illinois family that wishes to apply for a student fee reduction must complete the [National School Programs Application](#). IMSA will not utilize or disclose personal information received from this form except to determine a student's fee reduction. If you choose to submit the National Programs Application, please complete and submit it to the IMSA Office of Business and Financial Services (OBFS) before July 15, 2024. If you feel that your family's special circumstances merit consideration of financial aid in addition to whatever fee reduction your completed National Programs Application may qualify you for, please submit a written statement outlining these circumstances along with your application. The IMSA Office of Business and Financial Services will contact you as quickly as possible regarding your student fee reduction application status. Student-fee reduction applications will be available beginning in May 2024.

## Student Fee Payments

- To access all information about student fees and access forms, visit [imsa.edu/fees](https://imsa.edu/fees).
- **Due Date:** All initial or full payments must be made online through the MySchoolBucks link in your PowerSchool parent/guardian account on or before August 1, 2024.
- **Amount Due:** The entire yearly fee is due in full on or before August 1, 2024.
- **Payment Plans:** IMSA also offers an installment payment plan option. If you choose the payment plan option, the one-time non-refundable \$50.00 Payment Plan fee will also need to be paid to your student's account once the first partial payment is received. Plus, you will need to submit the "2024-2025 Financial Responsibility Agreement" to OBFS. While you will be emailed the Financial Responsibility Agreement form, you may also access it online.
- Accepted forms of online payment are electronic checks, electronic savings withdrawals, and credit cards.
- **Online Payment Access:** Class of 2027 families will receive an email notification of invoicing information in early July 2024.

All initial or full payments must be made online through the MySchoolBucks link in the PowerSchool parent/guardian account upon the invoice date through August 1, 2024. If you do not pay the \$50.00 Payment Plan Fee, the entire yearly fee amount is due on or before August 1, 2024.

**If you have any questions about these procedures, please contact the Office of Business and Financial Services (OBFS) at [busofc@imsa.edu](mailto:busofc@imsa.edu) or 630-907-5031.**

## Physical/Health Exams

**Due by August 1, 2024**

Due to IMSA's residential setting, new physical exams are required for all incoming Class of 2027 students. **Physicals must be dated on or after May 15, 2024**, to be valid for the 2024-2025 academic school year. Physical exams must be submitted to the School Nurse by August 1, 2024. Physical Exam forms can be found at this link: [State of Illinois Certificate of Child Health Examination](#) or from your Health Care Provider. **Please complete and sign the health history on the top 1/3 of the first page, you will be provided with instructions for submitting these forms during the student orientation.**

**If you have questions about physical requirements, health forms, or other health-related issues, please contact the Health Office at [nurse@imsa.edu](mailto:nurse@imsa.edu) or 630-907-5008.**

## Housing Information

An important part of the residential experience at the Academy is learning how to live with a roommate. This involves patience, compromise, mutual respect, and common courtesy. New students are assigned rooms and roommates during the summer based on information provided on roommate preference forms. Roommates are matched according to sex, similar interests, lifestyles, and personal requests. Only mutual roommate requests are matched. Returning students made their requests during the previous spring term.

Sophomore housing forms will be available at orientation for students to fill out and submit before departing at the end of the orientation day. Sophomores will also be provided with a roommate request form to submit with the sophomore housing form.

For those who wish to submit a roommate request after the orientation day, both students must email [housing@imsa.edu](mailto:housing@imsa.edu) by June 30, 2024.

## Move In

**Wednesday, August 14, 2024**

All enrolled students for the Class of 2027 will move in on August 14 between 9:00 a.m. and 11:00 a.m. Beginning the afternoon of August 14, students will participate in orientation and welcome week programs before the first day of classes on August 19. Parents/guardians will be invited to attend brief meetings following move-in. The Student Affairs Office will communicate additional details regarding move-in later in the summer.

**If you have any questions regarding Move-In, please contact Minerva Ratsamy in the Student Affairs Office at [mratsamy@imsa.edu](mailto:mratsamy@imsa.edu).**

## **Transfer Of Records**

**Monday, August 19, 2024**

An official transcript from your pre-IMSA institution is required to fully complete enrollment at IMSA. Student transfers and transcripts must be sent to IMSA before the first day of class. A records transfer consent form must be sent to your home school before the end of the 2023-2024 school year to ensure records arrive in time. This form can be found in your orientation portal or on the Registrar page of the IMSA website. Note that some schools require that records be requested directly by a school official, so please let us know if we need to contact your student's home school for their records.

**For questions about transferring student transcripts, please contact the Registrar's Office at [registrar@imsa.edu](mailto:registrar@imsa.edu) or [rabraham@imsa.edu](mailto:rabraham@imsa.edu)**

## **Convocation**

**Friday, August 16, 2024**

Convocation marks the official start of the new school year. Formal dress is required for this student event. This tradition expresses the spirit of a dynamic learning community by establishing a formal celebration that sets the tone for the upcoming year.