

# Mill A School District

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Mill A Pacific Crest Innovation Academy  
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[www.pacificcrestia.org](http://www.pacificcrestia.org)



## Pacific Crest Innovation Academy

### New Student Process

1. Schedule Intake Interview: This meeting serves as an opportunity to make sure the interested student and parent(s) understand the course scheduling options and academic expectations. Students are required to bring with them the following materials to the intake interview:

Intake Interview materials:

- A video (1-2 minutes) **OR** an essay (1-2 pages) in which the prospective student introduces him/herself personally by sharing interests, hobbies, values, etc., and identifies personal and academic goals motivating interest in PCIA.
  - Most recent unofficial academic transcripts, attendance and behavior records, and current IEP/504 plan, if applicable.
  - An academic essay that was submitted for a letter grade at student's most recent school.
  - Letter of recommendation from school counselor, academic advisor, or instructor.
2. Review of student academic history: The Dean of Students will contact student's school counselor to review the student's academic history, as well as attendance records, academic promise, motivation, character, leadership, and school participation.
  3. Admission determination: Students will be notified of admissions determination by email or phone.

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### Upon acceptance into the PCIA Program:

4. Registration Forms: Complete and return registration forms to the Mill A School District's office; this includes the Clark College and CGCC Admissions form. Please note: If out of district, parent/guardian must submit a CHOICE Transfer Request form to resident district office.
5. Placement Testing: Student must register to take the placement exam for Math & Writing. The exam be taken at Clark College or at the Mill A School District. If student chooses to take the exam at the Mill A School District, please contact the PCIA Academic Advisor, Mrs. Herman at: [khorman@millaschool.org](mailto:khorman@millaschool.org).
6. Finalize schedule. The schedule is created based on transfer transcripts, Math and Writing scores, as well as input from the student and parent(s).

If you have questions or concerns, please do not hesitate to contact us.

Thank you for your interest in Pacific Crest Innovation Academy!