



Pacific Crest Innovation Academy

New Student Intake Process

1. Intake Interview: Interested student and his/her parent(s) will meet with the Principal and/or the Dean of Students as an opportunity to make sure the interested student and parent(s) understand the course scheduling options and academic expectations.

PCIA Academic Expectations

- Grade 9 = pre-requisite courses (Clark level 90 courses)
- Grade 10–12 = 100-200 level college-in-high school courses
- 1+ hour of out of class study for every hour spent in class
- Attendance and participation CRITICAL to success
- Self-Motivation and perseverance
- Strong work ethic
- Good organizational and time management strategies
- Job and/or sports during school year possible but not advised

Please call the school office (509-538-2522) to schedule the Intake Interview.

2. Video (1-2 minutes) or Essay (1-2 pages): Prospective student must provide a video or essay in which he/she introduces him/herself personally (interests, values, etc.) and identifies personal and academic goals motivating interest in PCIA. Send the video link or typed essay to Ms. Herman at: kherman@millaschool.org.
3. Review of Student Academic History: The Dean of Students and Principal will review student's previous academic records and transcripts from previous school(s), if applicable.
4. Admission Determination: Student will be notified by phone call or email if he/she is accepted into the PCIA program.

If accepted into the PCIA Program

5. Registration forms completed. Forms available at the Front Office.
*If out of district, submit choice transfer request form to resident district office
6. Draft course schedule prepared by PCIA academic advisor.
7. Placement testing for Math and English (June or August), if applicable.
8. Final schedule is created (with input from student and parents).

If you have any questions or concerns, please do not hesitate to contact the Dean of Students, Kaylene Herman at kherman@millaschool.org or 509-538-2700.