

# RETURNING STUDENT ENROLLMENT CHECKLIST

STEP 1: Gather any supporting documents that we may not already have on file.

- Birth Certificate
- School transcript if you received academic credit from a previous school.  
**If you are enrolling as a diploma seeking 10th-12th grade student with Griggs, an official transcript is required.**
- IEP/504 if applicable
- Third party billing form if there is a conference or any other third party paying a portion or all of the tuition amount.
- Passport-style photo of the student with a blank background **(must be updated every year)**

STEP 2: Complete the online enrollment form at <https://www.griggs.edu/enrollment/new-students>. Be sure to include all of the supporting documents from step 1.

STEP 3: Make an online payment here: <https://vault.andrews.edu/griggs-payment/>. You have the option of payment in full or payment the enrollment fees and setting up a payment plan for the tuition. (more details on the enrollment form).

STEP 4: Check your email. If all of the above has been submitted correctly and the enrollment is approved by our academic advisors, you will receive an enrollment confirmation email. If any documents or payment are missing, an email will be sent to notify you of what is needed to complete the enrollment.

STEP 5: Order books through our bookstore or a third-party book distributor such as Amazon.

STEP 6: If you are enrolling in 6th or 9th grade, schedule and attend orientation at [griggs.edu/academics/orientation](https://griggs.edu/academics/orientation).