



## Welcome!

**If you need assistance with the online application, please contact us at 256-307-7348 or 256-790-9202.**

### **STEP 1: Create an Account**

**An account needs to be set up by the parent, not the student. Please use a parent's first and last name to create an account.** [Click here](#) to begin the process. You will have flexibility to log in and out of your account and access your open application.

### **STEP 2: Login**

After creating an account, you will receive an email stating the account was created. Check your spam if you haven't received that email, it can take up to a half hour to an hour for the email to be received. There will be a link in that email to login and start the application. Or click [Sign In](#) here.

### **STEP 3: Create an Application**

- 1. Create a New Student Application**
- 2. Choose Southern Preparatory Academy**
- 3. Choose Summer 2023**
- 4. Start Application**

### **STEP 4: Finalize**

Once all check marks to the left of the menu are green, click on the last menu item "Application Review" to review the application. The final step is to click on the red box "Complete Review and Submit Application".

After submitting the application, you will receive a confirmation email. You will also be able to track online your admissions status at the school by logging in to your account. There you will be able to print the completed application, monitor when the school receives supplemental application forms and, if necessary, reprint the supplemental forms.

### **STEP 5: Payment**

There is a nonrefundable 10% deposit due to secure your son's spot in our summer programs. Once your application has been reviewed and your son accepted, a member of our admissions team will reach out regarding payment and next steps.

If you experience any issues, please call us at 256-307-7348 or contact us at [admissions@southernprepacademy.org](mailto:admissions@southernprepacademy.org).

*Southern Preparatory Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*