

# Top 10 Important Admissions Application Details

Online Application	
1	If your student attended a previous Horizons Albuquerque Summer Session, you must use the same email you used to log in and complete that application. If you do not know what email you used, contact Dennis at <a href="mailto:admissions@horizonsalbuquerque.org">admissions@horizonsalbuquerque.org</a> .
2	For new students, the email you use to set up your online application account is critical, <u>as Horizons Albuquerque uses it for all emails containing program updates, newsletters, etc.</u> <b>Please use an email account that you check every day!</b> We encourage you to use your personal emails because business emails often block messages from Horizons ABQ.
3	Please make sure you save each application screen before going to the next screen, and please make sure you submit your application once completed online.
4	For items in Online Application marked with a <b>red asterisk *</b> , the system will require you to make an entry. <ul style="list-style-type: none"><li>• For Manzano Day School students, please enter your student Doctor's name or the Clinic/Hospital you usually use and their contact phone numbers.</li><li>• For Insurance information, you can enter "Unknown."</li></ul>
5	Please do not use the document upload. We are not using that part of the Online Application.
6	Please ensure you have at least two emergency contacts who are not parents/guardians.
7	Please ensure all contact emails and phone numbers are updated and <b>current grade</b> , school, and home address information. <b>This is very important for our enrollment process.</b>
8	Please complete the specific question at the end of the application to let us know the names of all people you authorize to pick up your students at our three site schools. Please include all the people you are permitting to pick up your child.
For the Required Forms:	
9	For required forms, please use these options to get forms to Admissions: <ul style="list-style-type: none"><li>• Scan into a picture or PDF file and email it to <a href="mailto:Admissions@horizonsalbuquerque.org">Admissions@horizonsalbuquerque.org</a> or</li><li>• <b>Send forms to:</b> Horizons Albuquerque Attention: Admissions P.O. Box 6066 Albuquerque, NM 87197</li></ul>