



## **APPLICATION PROCESS:**

**Step 1:** Contact our Admissions Department to learn more about our 12- month therapeutic boarding school and/or set up a tour

**Step 2:** Submit application via fax, email, mail or drop off in person

**Step 3:** The Admissions Manager will call parents/guardians to discuss application and request additional information if needed. (i.e. mental health notes, doctors notes, or previous treatment records, etc.)

**Step 4:** Application and additional information is reviewed by the review team. A decision to approve or deny the application is made and the results are shared with parents/guardian

**Step 5:** If approved, an intake date is scheduled

**Step 6:** Parents/guardians will accompany child on scheduled intake date. Note: Tuition and deposits will be due at the time of intake.

**Office Hours:** Monday thru Friday 8:00am to 4:00pm (CST)

### **Intake Location and Contact Information:**

Lakeside Academy  
100 Garrison Ave NE  
Buffalo, MN 55313  
Direct Dial: (612) 238-6700  
Toll Free: (844) 768-8336  
(855) 894-0427 Confidential Fax Line  
Email [jason.roberge@mntc.org](mailto:jason.roberge@mntc.org)

### **Important Applicant Information:**

- Applicants requiring detoxification must do so prior to entry.
- Lakeside Academy is **NOT** a medical care facility; therefore, we do not provide clients with medication prescriptions. Applicants are **required** to enter the program with at least a 30 day supply of all currently prescribed medications or an active prescription (with the exclusion of prescribed narcotics).
- **A diagnostic assessment is required prior to admission.** If a DA has not been completed prior to admission, one will be given upon arriving. There will be an additional cost of \$300.00 if an assessment is done on-site.
- **A physical examination is required prior to admission.** Some applicants may be approved for admission prior to having a physical examination, provided they agree to have a physical immediately upon entering our program. Tests for HIV, STD's, Tuberculosis and Hepatitis are required as part of the physical exam.

Thank you again for your interest in our program, we understand that this is a big decision for parents/guardians to make. Please do not hesitate to contact the Admission's Manager to get more information about our program.



## Enrollment Checklist

**Please include the following when submitting your application:**

- Completed Lakeside Academy Application (15 pages)
- Completed Physical Exam
  - *Sign page 2 of the Physical Exam Form and bring to the doctor when you get the physical done*
  - *Physical exam must be completed prior to intake; however lab results can be sent post-intake.*
- Diagnostic Assessment or authorization to complete post-intake (p. 7 of the application)
- Copy of Social Security Card
- Copy of Birth Certificate; or  Copy of Driver's License; or  State ID card
- Copy of Insurance Card (*front and back*)

**Additional items ONLY if applicable or if requested:**

- Custody paperwork (for divorced parents or adopted teens)
- Progress notes and/or discharge summary from previous treatment
- Physical health records
- Probation agreement
- Court order