

## **How to Initiate the Registration Process**

To initiate the registration process, the following steps must occur:

- You call the Achieve Center for a brief initial phone intake.
- Upon completion of the initial phone intake, registration forms are sent to you or can be downloaded from our website.
- You complete these forms and return them to the Achieve Center.
- Upon receiving these forms, the clinical staff will review them and decide by whom the services should be provided.
- You will be telephoned by the registration staff to schedule the appointment.

Please be appraised that appointments are scheduled on a first come first serve basis. Returning the forms for review as soon as possible is important and will help to expedite the scheduling of the appointment. There may be a wait time for the first appointment due to the demand for services. However, every effort will be made to schedule your child's appointment as soon as possible.

We look forward to meeting you and your child!

Sincerely,

The Achieve Center