

## **Admissions Process**

### **Phase I Complete the following steps.**

- Submit Registration Form with \$100.00 non-refundable Application Fee and \$350.00 non-refundable Registration Fee.
- Submit 2 Reference Forms - from previous teachers and/or principal (for grades 1-10).
- Submit a School Questionnaire completed by the parents/guardians (for grades PK-1).
- Submit a signed Request for Student Records Form (for grades 1-10).
- Submit a signed Testing Consent Form (for grades K-10).
- Make appointment for interview and testing.

The Admissions Committee will review transcripts, references, and test results. Parents will be notified by letter or phone call regarding the decision of the committee. To appeal the decision of the Admissions Committee, the first step is to schedule a meeting with the principal.

### **Phase II Following acceptance of the applicant, the following documents must be on file with the school office.**

- Social Security Number (copy)
- Birth Certificate (copy) (for grades PK-1)
- State Immunization Form, signed by child's Health Care Provider
- Medical Examination Form, signed by child's Health Care Provider
- Consent To Treatment Form
- Field Trip Consent Form
- Student Directory Form
- Signed Financial Agreement

### **Phase III**

Complete school orientation prior to first day of school.  
Dates will be announced.