

## Student Admissions Policy

The admissions process is a multi-step process. Each step must be successfully completed and initialed by all parties to move to the next step.

1. Completion of an admissions application and payment of the placement testing fee for grades second through twelfth. Intentional falsification of any information on the admissions application by the student or family will result in immediate dismissal from the school.
2. An interview with the elementary administrator, the middle school administrator, the secondary administrator, or the guidance counselor and the prospective parent(s) and student(s) to:
  - a. Tour of the school
  - b. Explain financial responsibility
  - c. Explain academic expectations
3. The following are initial documents required for further admissions review:
  - a. Any testing results or records for learning differences
  - b. Attendance record
  - c. Current transcript (or report card for elementary students). Students must be in good academic standing. Students entering grades 8-12 must have a minimum of 2.0 GPA.
  - d. Discipline record
  - e. Proof of accreditation from the student's prior school or school program.
4. Placement testing must be scheduled and given to the guidance counselor. Placement testing is required for students beginning second through twelfth grades. Admission of a twelfth-grade student is by secondary administrator and head of school only.
5. When completion of the above has been verified, the applicant information will be reviewed by an admissions committee and a decision for admission will be made. The school and the admissions committee will recognize the rights of currently enrolled students in making the admissions decision.
6. Upon approval, the following documents are required prior to enrollment and scheduling. A parent has the legal right to request copies of these documents from the child's cumulative record at the previous school. The parent is responsible for producing the documents if not included in previous school record.
  - a. Immunization record
  - b. Official birth certificate
  - c. Official social security card
  - d. Standardized test scores
7. The business office verifies that membership has been established, registration fees and assessment fees have been paid, and a tuition plan is in place.
8. New students in incoming grades 8-12 will automatically be placed on the first drug testing list. All drug tests are unannounced.
9. Schedules will be made for new students after **ALL** steps are initialed.
10. No students may transfer at the beginning of or during the 4<sup>th</sup> 9-weeks term.

11. Credits issued from previous schools are accepted. To determine GPA, our grading scale will be utilized, using numeric grade values of transferred credits or grades.

*The admissions committee will include the elementary, middle school, or secondary administrator, the guidance counselor, and head of school or Head of School Emerita Carol Rigby or a third member to be named. Probation may be applicable in some cases.*