

K-12 ADMISSIONS CHECKLIST

Please utilize this checklist to ensure that required items accompany the application. The application and all required forms can be accessed on our website, www.hcasaints.org, under the Apply tab. Recommendation and evaluation forms may be mailed, emailed or faxed to the school by the person completing them. Once the admissions department has received the application and testing fee, the applicant will be referred to our independent Educational Diagnostician to complete the entrance evaluation.

- o Online application (www.hcasaints.org, select Apply, then Join Us) including the School Release form
- o Application fee of \$150 (paid online at completion of application)
- o Submit the \$100 Exam Fee per student (**please make checks out to LaChandra Mitchell, Education Diagnostician**)
- o Academic Evaluation forms
- o Student's Report Cards for the last two years (**not applicable for kindergarten**)
- o Standardized test scores from the last two years (**not applicable for kindergarten**)
- o Copy of state issued Birth Certificate
- o Certificate of Immunizations

Kindergarten applicants please also include:

- o Health and Medical Release form from their primary physician
- o Certificate of Vision and Hearing Examinations

Secondary Students (grades 7-12) please also include:

- o Completed Student Questionnaire
- o Academic Evaluation form from the student's Math and English teachers

International (I20) Students please include:

- o \$2,000 non-refundable international processing fee
- o Documentation of student funds

Pre-K application and forms may be found on our website on the Apply tab, or apply in person at the main school office.

NOTE: The admissions process is complete only after all required documents are received, an entrance evaluation is completed and a family meeting is conducted. Once a student is accepted, the tuition down payment must be paid in order to complete the registration process.