



HIGHROAD ACADEMY

"Above and Beyond"

Admission Procedures

Re-enrollment procedure – for students presently enrolled:

This procedure is required on a yearly basis. Re-enrollment forms will be sent home at the end of January. We require that the forms be filled out and returned to the office with the re-enrollment fee of \$25.00 per family. This will ensure that we will have a seat available for the following school year. If your family has changed churches throughout the school year you may be asked to fill out a new Pastor's Reference Form.

New admissions procedure – new applications:

An application will not be considered until the school receives all of the items below:

- a. An **Application Form** for each student seeking admission
- b. The confidential **Pastor's Reference Form** for the family
- c. The **Legal Residency of Parent Form**
- d. Proof of age for each student, i.e. a copy of a birth certificate or passport
- e. A copy of the most recent report card for the current school year, as well as the final report card from the previous year for each student applying for grades 1 – 12

Once we have received all the information you will be contacted to arrange for the first of a series of interviews as stated below:

- a. The student will be evaluated through a grade appropriate test (grades 1 – 12)
- b. The student will meet with the required Head Teacher (grades 1 – 12)
- c. Kindergarten applicants will meet with the kindergarten teacher for a readiness meeting
- d. Third and final; the parents will meet with our principal, Mr. Morris

Highroad Academy does not have an application deadline, but offers seats as they become available. Applications for admission in September are accepted starting at our Open House. Kindergarten applications are accepted as early as January. Once acceptance has been confirmed we require a non-refundable \$100 registration fee per family.

September 28, 2012