



HOUSTON ACADEMY

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Admissions Checklist Grades 9-12

We are pleased that you have expressed an interest in Houston Academy, and this checklist is intended to guide you through the application process. Parents or guardians are responsible for submitting all required information through the online application form, as files must be complete before review by the Admissions Committee. Please note that Houston

Academy does not request records directly from an applicant's school. Once an application file has been reviewed, students who meet our admissions criteria will be invited to complete admission testing. To ensure that applicants are prepared for success at Houston Academy, testing is not offered to students with D's or F's as semester grades, to those with a history of expulsion, suspension, or other significant disciplinary issues, or to applicants who are not proficient in English. We look forward to working with qualified applicants as they move forward in the admissions process.

_____ 1. Application/Test Fee

Complete the online application with a \$125.00 check payable to Houston Academy. The \$125.00 is a non-refundable fee that activates the application and covers the cost of testing.

_____ 2. Academic Reference Forms

Submit all three of the Houston Academy Academic Reference forms, provided in the Houston Academy packet or on the school website, to your **student's Counselor, Math teacher, and English teacher** from his/her current school. The parent or guardian must sign the top of each form. The reference forms will not be accepted if they are not returned directly from the person completing it.

_____ 3. Academic Records and Documents

The following information is also required to be submitted:

- Transcript (school records reflecting grades for the last three years), most recent report card and most recent progress report
- Standardized Achievement Test Results (most recent)
- Psychological, behavioral and/or speech records (if applicable)
- Birth Certificate and Immunization Record

_____ 4. Testing & School Visit

Applicants must successfully complete and pass Achievement Tests in reading and math and a School Ability Test. ***Parents do not stay for testing or the classroom visit.***

A tour of the campus and a student visit on a school shadow day are required. Scheduling may be done by contacting Nicole Lisenby, Director of Admissions, at lisenbyn@houstonacademy.com.

Enrollment Contracts

Enrollment Contracts for new applicants will be issued after currently enrolled students have completed the re-enrollment process. You will be notified of openings as they become available.