



HOUSTON ACADEMY

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Admissions Checklist Grade 5K

We are pleased that you have expressed an interest in Houston Academy, and this checklist is intended to guide you through the kindergarten 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. In addition, Houston Academy does not provide financial assistance for preschool students.

Once an application file has been reviewed, students who meet our admissions criteria will be invited to complete readiness testing for kindergarten. This step helps us ensure that each child is prepared to thrive in our program. Please note that testing is not offered to applicants who are not proficient in the English language or who have significant academic or disciplinary concerns. We look forward to working with families 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 Form

Applicant should submit the Houston Academy Academic Reference Form, provided in the Houston Academy packet or on the school website, to their **current classroom teacher** for completion. The parent/guardian must sign the top of the form. This form will not be accepted if it is not returned directly from the person completing it.

_____ 3. Academic Records and Documents

The following information should also be submitted:

- Most recent academic progress report and most recent report card
- Transcript or cumulative card
- 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 school campus and a student visit to a classroom 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.