



HOUSTON ACADEMY

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Admissions Checklist 3P- 4P

We are pleased that you have expressed an interest in Houston Academy, and this checklist is intended to guide you through the 3P and 4P 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 participate in a developmental readiness assessment. This step helps us ensure that each child is prepared to thrive in our preschool program. 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 a speech/language screener and school readiness assessment. Appointments will be scheduled by the Director of Admissions upon receipt of a completed application and fee.

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 teacher for completion. The parent 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:

- Psychological, behavioral and/or speech records (if applicable)
- Birth Certificate
- Immunization Record

4. Touring & School Visit

A tour of the school campus and a student visit to the preschool classrooms at our annual "Preschool Playdate" are required. Scheduling can 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.