



HOUSTON ACADEMY

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Admissions Checklist Grades 1st – 4th

We are pleased that you have expressed an interest in Houston Academy, and this checklist is intended to guide you through the Lower School application process for Grades 1–4. 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. This evaluation helps us ensure that each child is prepared for success in our academic program. Please note that testing is not available for students who have earned D's or F's as semester grades, for those with a record of expulsion, suspension, or other significant disciplinary issues, or for 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 Form

Applicant should submit the Houston Academy 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
- Most recent report card
- Cumulative card showing at least three years of grade history
- 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.