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## **Application Procedure**

Thank you for considering The New Academy, Inc for the education of your child. This packet contains all of the forms to be completed for the application process. Before completing these forms, please take the time to review the application process outlined below.

### Admission Process

Before you begin the admission process, please contact the admissions office to schedule to a parent interview and tour of our facility. At that time, please bring a copy of your child's last report card and/or progress report as well as any testing for the school year.

#### Step 1: Application

Complete and submit an application along with a \$75.00 non-refundable application fee.

#### Step 2: Records/Reference Forms

Please submit the Copies of Records form to your current school.

For students entering Grades 3 and above, please submit the Administrator Reference Form.

For students entering Grades 3 – 6; please submit the Teacher Reference Form.

For students entering Grades 7 and above; please submit both the English Teacher and Math Teacher Reference Forms

#### Step 3: Admission Testing

Please call the admission office to schedule an appointment for assessment. Admission Tests are used to help determine placement of the child within their appropriate learning levels.

#### Step 4: Interview

For students entering Grades 7 and above, please call the admissions office to schedule an interview with the Director and Assistant Director.

#### Step 5: Admission Decision

Prospective students who have completed\* the application process will receive an admission decision within one week from receiving all necessary applications and documentation.

\*Application with application fee; Copies of Records; References, Assessment, Testing and Interview.

If your child meets our admission requirements, but we do not have space in the grade, you will be placed on a waiting list.

*The New Academy, Inc. admits students of any race, color, religion and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion and national or ethnic origin in the administration of its educational policies, admissions policies, scholarship, or other school-administered or school-sanctioned programs or activities.*

Admission decisions are at the sole discretion of The New Academy Inc.