



HOUSTON ACADEMY

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Admissions Checklist Grades 1st – 4th

We are pleased that you have shown an interest in Houston Academy for the education of your child. Hopefully, this checklist will be helpful in guiding you through the admissions process. It is the responsibility of each applicant's parent/guardian to ensure that all required information is submitted to the school through the online application form. The applicant's file must be complete before it will be reviewed by the Admissions Committee.

_____ 1. Application/Test Fee

Complete the online application with a \$100.00 check payable to Houston Academy. The \$100.00 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 strongly recommended. 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.