



HOUSTON ACADEMY

901 Buena Vista Drive
Dothan, AL 36303
(334) 794-4106 Fax (334) 793-4053
www.houstonacademy.com



Admissions Checklist Grades 5K - 4

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. The applicant's file must be complete before it will be reviewed by the Admissions Committee. Please address any questions concerning your child's admission to the admissions director.

Leanne Todd
Director of Admissions
toddl@houstonacademy.com

1. Application/Test Fee

Complete and return the application with a \$75.00 check payable to Houston Academy. The \$75.00 is a non-refundable fee that activates the application and covers the cost of testing. This fee will carry over to the next year if the applicant is not offered a contract. At the end of that year the application will be considered inactive. The admission process begins again in January of the following year.

2. Academic Reference Forms

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 must sign the top of the form.

3. Academic Records and Documents

The following information should also be submitted:

- Progress Reports
- Report card
- Transcript
- Standardized Achievement Test Results (most recent)
- Psychological, behavioral and/or speech records
- Birth Certificate
- Original Immunization Record

Please return all required documents and the Application/Test Fee to Leanne Todd, Director of Admissions.

4. Testing & School Visit

Applicants must successfully complete and pass Achievement Tests in reading and math and a School Ability Test. On testing day the applicant will complete the required tests with Mrs. Todd and visit in the classroom with his/her current grade. Please send drinks and snacks with your child for break and lunch.

Parents do not stay for the classroom visit.

5. Test Review Conference

Mrs. Todd will schedule a conference with the parents to review the results of their child's test results.

Steps 1 – 4 must be completed before a conference is scheduled.

Contracts

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.