



# HOUSTON ACADEMY

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[www.houstonacademy.com](http://www.houstonacademy.com)



## Admission Checklist Grades 5-6

We are pleased that you have shown an interest in Houston Academy for the education of your child. This checklist will be helpful in guiding you through the admissions process. It is the responsibility of each applicant's parent or 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.

### **2. Academic Reference Forms**

Submit the Houston Academy Academic Reference Form, provided in the Houston Academy packet or on the school website, to their current classroom teacher for completion. The parent or guardian must sign the top of the form. No reference forms returned by the parent or guardian will be accepted.

### **3. Academic Records and Documents**

The following information should also be submitted:

- Report Card
- 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 the Admissions Director. Students are strongly encouraged to 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**

The Admissions Director will schedule a conference with the parent or guardian to review the results of the student's test.

*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.