



HOUSTON ACADEMY

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Admissions Checklist Grades 7 - 12

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 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 all three of the Houston Academy Academic Reference forms, provided in the Houston Academy packet or on the school website, to your student's counselor, math teacher, and English teacher from his/her current school. The parent or guardian must sign the top of each form. The references will not be accepted if they are not sent directly from the person completing it.

3. Academic Records and Documents

The following information is also required to be submitted.

- Transcript and most recent grades
- Standardized Achievement Test Results (most recent)
- Psychological, behavioral and/or speech records
- Birth Certificate
- 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, and students are strongly encouraged to visit in a classroom with his/her current grade.

Parents do not stay for testing or the classroom visit.

_____ 5. Test Review Conference

The Admission Director or the counselor will schedule a conference with the parent or guardian to review the results of their child's entrance 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.