



HOUSTON ACADEMY

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Admissions Checklist Grades 5K – 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. The applicant's file must be complete before it will be reviewed by the Admissions Committee. **Please return all required documents and the Application/Test Fee to Nicole Lisenby, Director of Admissions.**

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 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:

- Progress Reports
- Report card
- Transcript
- Standardized Achievement Test Results (most recent)
- Psychological, behavioral and/or speech records
- 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. On testing day the applicant will complete the required tests 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 testing or the classroom visit.***

5. Test Review Conference (Steps 1-4 must be completed before a conference is scheduled.)

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

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.