



### **Application/Acceptance Process**

- I. Initial Application** Before a student may be considered for acceptance, the following must be completed and submitted to the school office:
  
- II. Necessary Forms/Assessment Screening** Admissions evaluation will take place only when our office is in receipt of all the application forms and items for students applying for grades Kindergarten through Eighth Grade.
  - a. **Preschool**
    - 1) Trinity Lutheran Church and School's Entire Application Forms
    - 2) A copy of the child's birth certificate
    - 3) A copy of the child's updated immunization form (DH 680 from doctor's office)
    - 4) Medical Examination form (DH 3040 from your child's doctor)
    - 5) For 4-year-old VPK program, obtain certificate from Child Care Association
  - b. **Elementary/Middle School (K-8<sup>th</sup>)**
    - 1) Trinity Lutheran Church and School's Entire Application form
    - 2) A copy of the child's birth certificate
    - 3) A screening fee of \$80.00 (Non-refundable)
    - 4) A copy of the child's latest report card (s)
    - 5) A copy of the child's most recent standardized test results
    - 6) One completed Teacher Recommendation Form from previous school
    - 7) A copy of any screenings that pertain to the child's educational history, i.e. learning challenge screening and discipline screenings
    - 8) A copy of any behavioral referral forms
    - 9) A copy of the child's updated immunization form (DH 680 from doctor's office)
    - 10) Medical Examination form (DH 3040 from your child's doctor)
    - 11) Completed Records Request Card
  - c. **Admissions Screening**

We will administer an assessment test to gain insight into academic strengths and weaknesses. The Kindergarten Readiness Test (KRT) will be administered to all new Kindergarten applicants, and the Wide Range Aptitude Test- 3<sup>rd</sup> edition (WRAT-3) and the QRI-3 reading assessment will be administered to all new applicants applying for grades 1-8. The student screening provides us the tool to appropriately determine if we can meet the needs of the student, and assists with proper placement.
  
- III. Family Applicant Interview** During the collection of the necessary forms, the Principal may conduct an interview with the parent(s) and child(ren) making application. The teacher of the applicant's grade may be in attendance. The Principal may also include the Early Childhood Education Director if the application is for Preschool. The purpose of the interview is to establish the compatibility of academic, social and spiritual goals of the family and school.
  
- IV. Acceptance** Once **II** and **III** are completed, Trinity Lutheran School will make a decision regarding acceptance. Notice of official acceptance or non-acceptance will be communicated in writing within 5 working days. When the parent receives official acceptance, he/she will have 5 working days to pay the necessary fees (registration fees, technology fee, book fee, and first months tuition).



Trinity Lutheran School

V.

**Enrollment Final enrollment will be completed when all applicable fees, forms, and records are complete and on file in our office. All fees are non-refundable.**