

ADMISSION POLICY AND PROCEDURE

Please read and follow these guidelines carefully.

Criteria for admission to The Kingshill School program:

- ❖ *willingness to use, explore, and strengthen intellectual potential*
- ❖ *determination to learn how to learn*
- ❖ *no primary emotional or social pathology*

APPLICATION INFORMATION

Applicants who are viewed as likely candidates of The Kingshill School's programs are scheduled for a couple hours of required testing, staff interview(s) and a tour. The admission testing is designed to provide our staff with information regarding current achievement levels to aid in program decisions and class placement, to obtain structured interview information regarding an applicant's motivation to learn, level of emotional development and leaning style.

The applicant's file **MUST** be completed before the testing can be scheduled.

APPLICATION RECORDS

Please refer to the following checklist for materials which are required . Forms are included in the application, to be sent to service providers.

_____ Complete application form

_____ All diagnostic evaluation reports

- ❖ WISC/WAIS
- ❖ Individual Achievement Test
- ❖ Psychological, neurological, psychiatric, education, etc. which have been completed to date
- ❖ Woodcock-Johnson

_____ Completed medical form (this does not necessitate a physical)

_____ School records: (current and past school year):

- _____ official transcript for high school students
 - _____ report cards for middle school students
 - _____ most current Individual Education Plans (IEP/ISP) if a student is receiving support services
 - _____ teacher reference forms (English and Math)
-

ENROLLMENT

Students will not be permitted to attend school after acceptance without a signed contract, necessary fees paid and signed enrollment information.

FINANCIAL INFORMATION

Once a student accepts an invitation to enroll in the school, confirmation is accompanied by a signed enrollment agreement. The agreement must be signed by the parent/guardian and returned with the stated deposit amount. The payment schedule is defined on the enrollment agreement.

FINANCIAL AID

The Kingshill School offers financial aid in the form of need-based scholarships. A letter stating need should be submitted with the application. While the aid program is modest, it does provide some assistance to those parents/guardians who demonstrate clear financial need. Inquiries about financial aid should be addressed to the director of the school.

CONFIDENTIALITY

While information provided to the school is confidential, it may be discussed by faculty in order to better understand and develop a need-based program for you child.

I have read this information and understand the school's policies.

parent/guardian signature

date

The Kingshill School does not discriminate on the basis of sex, age, religion, handicap, race, color or national ethnic origin in the administration of its educational, admission and employment policies and programs.

(application records)
