

# ADMISSIONS PROCEDURES 2023-2024 (K2-5TH)

## 1. Application

Complete your new student application on our website. You will need the following information:

- Transcripts- previous two years and current school year
- Preschool Assessments (if applicable)
- Psychological, Behavioral, or Speech Test Results (if applicable)
- Two Personal References
- Teacher Reference
- Family Photo
- \$375 Non-Refundable/Non-Transferable Application & Registration Fee (a service charge will apply)

## 3. Family Interview

Within two weeks following the observation/exam, you will be contacted to review the results and schedule a family interview. The prospective child and both parents are required to be present at the family interview.

- Family Interview Scheduled
- VPK Certificate (K4 students visit [vpkhelp.org](http://vpkhelp.org))
- Step Up for Students or Gardiner Award Letter (if applicable)
- Florida Certification of Immunization (Form 680) & State of Florida School Entry Health Form (Form DH3040)

\*\*Students must be the appropriate age prior to September 1st of the school year applying for. Children must be two to begin school.

## 2. Observation/Exam

Once the application is submitted, the admissions department will contact you to schedule the student readiness observation (K2-K4) or entrance exam (K5-5th). Observations are done in a small group setting. Exams are on a one-to-one basis.

- Observation/Exam Scheduled
- Non-Refundable Observation Fee (\$50)
- Non-Refundable Exam Fee (\$75)
- Birth Certificate (Original must be seen)

## 4. Decision & Enrollment

After the admissions committee's review, a decision for acceptance or denial will be provided within one week after the completion of the family interview. Upon an offer of acceptance, the following is required to complete enrollment:

- Online Enrollment Packet
- \$350 Non-Refundable/Non-Transferable School Improvement Fee (due with enrollment packet-- additional FACTS fees will apply)

\*\*Uniforms are required and must be purchased exclusively from the Dennis Uniform Store. Boys must have hair above the ear and above the collar.