

Step 1: Information Meeting

Attend an Information Meeting.

Step 2: Complete an Application

- ❑ The student application can be found online at www.waxahachiprep.org. A **\$97.00**, non-refundable application fee per student must be submitted with the online application. The application is not considered complete and cannot be processed without the application fee.

Step 3: Required Documentation

All documents must be turned in to the Admission Coordinator along with the completed online application in order to progress to Step 5 and subsequent steps of the admissions process. Because classes fill up quickly, a completed student file is of the utmost importance in transitioning your student through the enrollment process.

- ❑ **Copy of Birth Certificate**
Kindergarten applicants must be five (5) years of age on or before September 1st for acceptance into the Kindergarten program.
- ❑ **Copy of Academic Testing & Report Cards**
A copy of all academic testing and report cards from previous and/or present school(s) must be submitted.
- ❑ **Copy of Health Immunization Record** (also include any diagnosed learning differences)
A copy of health immunization records must be submitted as required by state law.
- ❑ **Copy of any Medical Diagnosis**
- ❑ **Record Release and Principal & Teacher Recommendation Forms** (online)
- ❑ **Pastoral or Personal Reference** (online)
- ❑ **Legal Documentation** (i.e. Divorce, Legal Guardian, etc.)

Step 4: Placement Testing

Placement testing will be completed prior to enrollment and will help determine the student's readiness for the grade level, and their ability to meet the academic expectations of the program. A testing time is scheduled by the Admissions Coordinator upon receipt of the submitted application. Waxahachie Prep will use a standardized test in language arts and a Waxahachie Prep grade level math exam. In addition, a pre-determined, grade-level appropriate written essay will also be required for grades 3rd-12th. Waxahachie Prep will use an in-house assessment test to determine academic readiness for students in grades K5-2nd.

*The Testing Fee is **\$60.00** for 3rd-12th grades and **\$40.00** for K5- 2nd grades.

Step 5: Administrative Review & Approval

Once a student has completed placement testing and the required documents have been submitted, the student file will be reviewed by the administrators. At this time, an admissions meeting may be scheduled with the prospective student(s), the parents, and the Administrators or Guidance Counselor, to discuss testing results, grade placement, class selection, and graduation requirements. The Administrator will also determine if Waxahachie Prep is the ideal fit for the student and/or family.

Step 6: Acceptance Letter

Once the above steps have been met, a letter of acceptance is e-mailed to the family. Following notification of acceptance, the family has two weeks to complete enrollment. The applicant is considered enrolled when classes have been chosen with the school, and the family has made their first tuition payment. If the family does not respond within the time allowed, the student's class placement may be lost to the next applicant.