

Step 1: Information Meeting

Attend an Information Meeting.

Step 2: Complete an Application

- The student application can be found online at www.wpacademy.org.
A **\$95.00**, 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 proceed to the Deans Interview (Step 5) and subsequent steps. 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 Insurance Card**
- **Record Release and Principal & Teacher Recommendation Forms** (online)
- **Student Course Selection Worksheet** – Select anticipated courses (attached)
- **Pastoral or Personal Reference** (attached)
- **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 ability to meet the academic expectations of the program. This placement testing is for 3rd – 12th grade. A testing time is scheduled by the Admissions Coordinator upon receipt of the completed application and fee. WPA will be using a Standardized Test in language arts and a WPA grade level math exam, in addition to requiring a pre-determined, grade-level appropriate written essay. WPA will also use an in-house assessment test to determine the student's readiness for K5-2nd grades.

The Testing Fee is **\$55.00** for 3rd-12th grades and **\$27.50** for K5- 2nd grades.

Step 5: Admissions Meeting

A meeting with the prospective student(s), the parents and the Administrator will be scheduled to discuss the placement/assessment testing results, grade placement, class selection and graduation requirements. This meeting will not be set until the student file and placement testing are complete. The Administrator will also determine if WPA is the ideal fit for either the student and/or the family.

Step 6: Acceptance Letter

Once all of the above steps have been met, a letter of the acceptance status is e-mailed to the family. Following notification of acceptance, the family has two weeks in which to respond by enrolling in classes. The applicant is considered enrolled when classes have been chosen with the school and the tuition registration deposit is submitted to the academy. If the family does not respond within the time allowed, your spot in the class will be opened up to the next available applicant.