

Admission Procedures Checklist



Steps toward acceptance to Canyon Heights Academy

- Application Forms.** Submit all completed application forms, including the following items, for each child applying for admission to Canyon Heights Academy. Please type or print clearly and attach a recent photograph of the applicant.
- Birth/Baptismal Certificate.** Please submit a copy of your child's birth certificate. Catholic applicants please submit a copy of your child's baptismal certificate as well as a copy of your child's first holy communion certificate, if applicable.
- Student Evaluation Form and Transcript Release.** Sign and submit the Student Evaluation Form (Kindergarten and First Grade Form or Second through Eighth Grade Form, as applicable) and the Transcript Release Form with a stamped, addressed envelope to your child's current school so that your child's records will be transferred to Canyon Heights Academy. It is the parents' responsibility to ensure that these forms and records are forwarded in a timely manner.
- Application and Testing Fee.** A non-refundable \$50 testing fee must be attached to each application for each student.
- Review of Application.** The admissions staff will begin to review the application upon receipt of the completed forms, the application fee, and other requested information as listed above.
- Testing.** All applicants will be tested for placement prior to acceptance. All exams are given after school. Families will receive a phone call to schedule a test date once all requested materials are received.
- Interview.** Prior to acceptance, an interview will be held with the parents and principal.
- Placement.** Applicants are placed in the appropriate grade level based upon age, previous records, and entrance testing results.
- Notification.** Applicants will be notified of acceptance by letter.
- Waiting List.** Applicants who qualify for acceptance, but cannot be admitted due to limited openings, will be placed on the waiting list. Applicants must re-apply for subsequent years.

After acceptance to Canyon Heights Academy

- Enrollment Agreement and Tuition Deposit.** An enrollment agreement will be mailed to you giving you the opportunity of choosing between different payment plans. A non-refundable first month's tuition deposit is due along with the signed enrollment agreement within two weeks after acceptance in order for your child to be placed on the class list.
- All Health and Immunization Records.** These forms from your child's doctor must be on file by **August 1**.