



## 2012-2013 APPLICATION CHECKLIST AND PROCEDURES LOWER SCHOOL - GRADES PreK – 5

**INTERNATIONAL STUDENTS MUST USE THE INTERNATIONAL STUDENTS REQUIREMENTS AND APPLICATION CHECK LIST POSTED SEPARATELY ON OUR WEBSITE**

- Please complete an application for each child and submit it to the Admissions Office with a \$150 non-refundable application/testing fee, per student, by Tuesday, January 24, 2012.
  - All applications are considered for the coming school year unless consideration for the current school year is requested.
  - Pinecrest follows an annual admissions process. Applicants who do not attend Pinecrest Academy in the year applied for must reapply for admission in subsequent years.
  - It is suggested that parents of future applicants contact the Admissions Office in the fall of the year prior to the school year that consideration is being requested.
- 5<sup>th</sup> grade parents:** Have your child complete and submit the “Entering Grade 5 Questionnaire” with the application.
- Submit a copy of your child’s birth certificate with the application. Catholic applicants must submit a copy of their child’s baptismal certificate, as well as a copy of the child’s First Holy Communion certificate and Confirmation certificate, if applicable.
- Provide proof of residence for non-US citizens with the application.
- Distribute the Student Evaluation form to your child’s *current* teacher. Request that your child’s teacher complete this form and submit it with your child’s transcript to Pinecrest Academy. Please use the Pre-K through 1<sup>st</sup> Grade form, or 2<sup>nd</sup> through 5<sup>th</sup> Grade form, respectively. *It is the parent’s responsibility to ensure that the evaluation(s) are forwarded to Pinecrest Academy by Tuesday, January 24, 2012.*
- Give the Transcript Release / Principal’s Evaluation form to your child’s *current* school so that your child’s complete official records will be forwarded to Pinecrest Academy by Tuesday, January 24, 2012. Please be sure to inform the school official that the records they will be forwarding to Pinecrest Academy must include your child’s current grades and transcript.
- If applicable, tuition assistance requests must be applied for and supporting documentation submitted by Tuesday, February 7, 2012. For detailed tuition assistance information and requirements, please visit the tuition assistance menu on our web-site, [www.pinecrestacademy.org](http://www.pinecrestacademy.org). Tuition assistance recipients are not eligible for payment option discounts or sibling discounts. *There is no tuition assistance, at this time, for PreK or international students.*
- Make sure your child’s file is complete by our January 24, 2012 deadline. It is the parent’s responsibility to ensure that all application documents and requirements are complete. An application is not considered complete, nor will Pinecrest Academy begin processing the application(s), until all of the required documents are submitted with required fee(s).

Expect Pinecrest Academy to confirm your completed application, including receipt of supporting documentation and admissions testing fee, via letter scheduling your child’s admissions assessment/testing (PreK – 5<sup>th</sup> grade), student interview (4<sup>th</sup> and 5<sup>th</sup> grade), and parent interview in early February. Please secure the admissions assessment/testing and student interview dates outlined below:

- ❖ **First Wave Applicants:** Applicants who meet the January 24, 2012 application deadline (including all supporting documentation and non-refundable application fee), test on the testing dates listed below and complete their parent interview before March 9, 2012 will be given first consideration to available grade openings. Testing and interview days are:
  - Kindergarten - 8<sup>th</sup> Grade - Friday, February 10, 2012
  - Pre-Kindergarten - Saturday, February 11, 2012
  - 4<sup>th</sup>-12<sup>th</sup> Grade Student Interviews - Friday, February 10, 2012
  - Parent Interviews - between Thursday, February 16, 2012 and Friday, March 9, 2012.
- ❖ **Rolling Admissions Applicants:** Applicants who apply after the January 24, 2012 application deadline.
  - Student testing times and interviews are scheduled once all requested materials are received and fees are paid.
  - Parent interviews follow.

**Common Statement from the Atlanta Area Association of Independent Schools (AAAIS).** *We believe that families have the right to make enrollment choices among schools to which they have been accepted without undue influence or communication from those schools. For that reason it is the policy of AA AIS schools and their representatives to refrain from initiating contact or allowing campus visits of accepted students or their parents between the first date of the common acceptance period and the last day of decision. Families are encouraged, therefore, to attend Open Houses, complete campus visits, and participate in activities at schools in which they have interest in advance of the early April common acceptance.*