



# Foundation Academy Admissions Checklist



## 1 APPLY ONLINE

Go to **FoundationAcademy.net/APPLY** and click the link to our online application system. You will set up an account, log in, create a new application (one per student) and then edit the application packet to complete each page of the requested information. There is a place to upload images of requested documents. **The deadline to submit an application is May 3, 2024, but some grades may close earlier based on capacity.**

## 2 PRELIMINARY REVIEW

Applications are subject to a preliminary review to examine application documents and information against minimum criteria before proceeding to the next step. If this criteria is not met, a decline letter will be sent and the application closed. If met, and/or further evaluation is necessary, an email with the next steps will be sent. In addition to the preliminary criteria, the entrance assessment, student and parent interviews, and space availability in the class will determine a final admission decision. Please note: **An application is not a guarantee of admission even if criteria is met, due to competitive applicant pools.**

## 3 PARENT INTERVIEW\*

Parents will be contacted to schedule a parent interview. This interview is an opportunity for philosophical compatibility discussions and expectations of a Foundation Academy education experience.

## 4 ENTRANCE ASSESSMENT\*

The admissions office will email a link to schedule the student's entrance assessment. For students entering grades 7-12, a student interview will also be conducted at that time.

## 5 RECEIVE AN ADMISSION DECISION

Offers of admission are based on class availability and all the information gathered in the application process which illustrate potential success in our classroom and our curriculum. This decision is prayerfully discerned by our Admissions Committee. Availability is determined after returning families have paid deposits and confirmed reenrollment for the upcoming school year. Once classes are full, accepted students will be placed in a wait pool and notified if space becomes available.

Offers of admission begin on **January 24, 2024** (possibly earlier for some grades) for those who have completed the application process by **December 8, 2023**.

After the first round of decisions, offers of admission begin on **February 8, 2024** and continue on a rolling basis through May 13, 2024 (as space allows).

## 6 ENROLLMENT

If an offer of enrollment is made, please follow the instructions in the acceptance email to complete enrollment. This includes setting up a tuition payment plan in our FACTS tuition management system.

*\* These steps may happen at the same time or in a different order on occasion*



# Application Document Checklist

- Birth Certificate Copy
- Current year report card (if applying to 1st - 12th grade)
- Previous year final report card (if applying to 2nd - 12th grade)
- 2nd previous year report card (if applying to 3rd - 12th grade)
- Transcript Copy (if applying for 11th or 12th grade)
- Most recent standardized test scores (if applying to 2nd - 12th grade)

## **Please include items below if applicable:**

- IEP, 504 or other accommodation plan**  
A parentally placed private school student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended. This includes items in the student's IEP or 504 at the previous school.
- Any additional testing a student on IEP plan or 504 has had (e.g. WISC, Woodcock Johnson, etc.)

