



HIGH POINT PREPARATORY ACADEMY

ADMISSIONS PROCESS FOR ENROLLMENT

2009-2010

REQUIRED DOCUMENTATION AND FORMS

1. Obtain Student Application and Recommendation Forms from High Point Preparatory Academy (HPPA) Admissions Office. Give Recommendation Forms to the appropriate respondents. **Please note that the admissions process cannot be completed until Recommendation Forms are returned.**
2. Return the **fully completed and notarized** Student Application along with the submission of the following:
 - Copies of previous school's records including all educational and diagnostic testing, standardized test scores from the last year, current report card, and report card from the last year. (transcript for 9th – 12th graders) **(Not applicable for Pre-Kindergarten and Kindergarten applicants.)**
 - Copy of applicant's birth certificate
 - Copy of applicant's Social Security card
 - Health records: Immunization records **must be submitted with the application**. No student will be allowed to enter school without the proper health records on file. All immunization records **MUST** be legible and signed by a physician or professional healthcare giver.
 - Application Fee
 - Teacher and Pastor Recommendation Forms
 - Student Questionnaire (for students entering grades 7 – 12)
 - Current, non-returnable, student photo

TESTING

Notification by telephone will be made within 3 business days following the submission of the completed Student Application, required documents, Recommendation Forms, and Application Fee, if testing is deemed necessary for student placement.

FAMILY INTERVIEW

An interview appointment is made with the parents, applicants for 7th – 12th grades, and a school administrator once testing, if applicable, is completed. This is an opportunity to discuss philosophical compatibility, address questions, and determine the status of partnership.

ACCEPTANCE LETTER

Official acceptance (or non-acceptance) will be communicated to all families in writing within five days after all steps of the application process have been completed. This includes receipt of Recommendation Forms from respondents.

CONTRACT OF ENROLLMENT

Parents receiving an acceptance letter should immediately make an appointment with the HPPA Accounts Manager, Angee Reynolds, at 817-394-3131, to complete a Financial Contract which guarantees enrollment for their child. This completes this admissions process.

Note: A student will not be allowed to attend school until the Financial Contract has been completed, signed and returned to the HPPA Accounts Manager.