



Admission Application Instructions: 2011-2012

Dear Parent/ Guardian,

Thank you for your interest in Grace Academy. Please read these Admission Application Instructions and follow the directions carefully. The Application for Admission, Transcript Release form, and two Recommendation forms are enclosed with return envelopes.

We will admit 15 girls in August 2011 for our 5th grade. We will admit 6th and 7th grade students space permitting. We recommend that you complete and return all of the required forms as soon as possible. Since space in each grade is limited, we will not be able to accept all those who apply.

Please follow these steps:

1. Please complete the **Application for Admission** and return it to Grace Academy in the return envelope provided. Please note that since Grace Academy is a tuition- free school, your application must include **current** copies of your Federal Income Tax Return (Form 1040 or equivalent) and W-2 forms. If you do not file tax returns, you must submit an authorized letter or form from a state or federal agency stating your sources and amounts of income aid. We will not admit students without current family income information.
2. Please fill out and sign the **Release Form for Transcript of Grades**. Deliver the form and return envelope to your daughter's current school and ask that a copy of her academic record be faxed or sent directly to Grace Academy.
3. Please give a **Recommendation Form** and a return envelope to two of your daughter's teachers, one of whom must be teaching your daughter now. Ask that it be completed and returned directly to Grace Academy. The teachers should know your daughter well and be able to evaluate her character and abilities.
4. When all the necessary paperwork has been received, Grace Academy will call to schedule an interview for the student and at least one parent or guardian. Interviews typically last 30 minutes. Both the applicant and her parent(s) or guardian(s) must read the **Grace Academy Student/Parent Handbook** to be provided and be prepared to discuss it during the interview.
5. A time will be scheduled for your daughter to take the **Grace Academy Admissions Test**. Our exams are individually scheduled and will last approximately 1 hour. This required test will only be given to students whose applications have been received by the school. If for good reason your daughter cannot take the test on the scheduled date, please call the school to reschedule.

If you have any questions regarding the school or application process, please contact us.