

# Admissions Checklist for 2019-2020 Applicants

\*These dates must be met for priority consideration. After the dates shown, applications are considered on a space-available basis.

Date Due	Item	Description	Completed
Monday, February 4, 2019	Application For Admissions	Complete and submit application for admissions and release of records form with \$100 non-refundable application fee.	
	Immunization Records	Submit an up to date record of student's complete immunizations. AJA does not accept immunization waivers except in cases of medical contraindication with appropriate documentation.	
	Tuition Assistance Application	If needed, complete and submit application for Tuition Assistance, including 2017 tax return. Submit 2018 W-2 information no later than: Monday, February 4, 2019	
	Teacher Impressions Form	Give Teacher Impressions forms and envelopes to child's current teacher(s) to be completed and submitted directly to AJA.  Kindergarten: Preschool teacher Grades 1 - 5: Most recent primary teacher and one other teacher who has worked with your child. Grades 6 - 8: Language Arts/English teacher and Math teacher with option of one additional teacher who has worked your child.	
	Student Statement	Applicants to Grades 6 - 8 submit Student Statement form.	
Tuesday, February 12, 2019	Kindergarten Round-Up	Applicants participate in class experience with AJA Kindergarten teachers while parents meet with school administrators. Applicants for Kindergarten schedule interview and assessment (approx. 30 minutes).	
Wednesday, February 27, 2019	School Visit, Interview and Assessment DEADLINE	Applicants for grades 2 - 8 spend a full day at AJA, shadowing in a classroom, including a 30-minute interview and assessment. Applicants for grade 1 spend a half day shadowing at AJA.	
Monday, March 4, 2019	Admissions Decisions Sent	Admission decision letters and enrollment materials (if applicable) mailed to all applicants whose completed files were submitted by the priority deadline.	
Monday, March 18, 2019	Tuition Contract, Deposit and Enrollment Materials	Return signed tuition contract, deposit, copy of birth certificate, student/family photos.	

**Enrollment Priority:**

- 1) Currently enrolled students in good standing; assumes that all forms, applications and contracts are complete and signed in a timely manner as directed by the business office
- 2) Siblings of currently enrolled students
- 3) Newly accepted students.

The School will grant priority re-enrollment to all currently enrolled students who have all completed paper work submitted on time. After February 5, students may be put on a wait-list.