

Radford School

Application Procedures

All of the following items will need to be received by the Admissions Office along with the required application fee of \$50.00 before an application will be considered ready to review.

- **Application/Biographical Information** – Required of all applicants.
- **Student Project and Writing Sample** – To be completed in the student's own handwriting on the form provided for students in grades 2nd through 12th.
- **Parent's Statement** – To be completed by the parents or guardians, providing perspectives on their son or daughter.
- **Student Transcript and School Report** – Request for transcript forms need to be given to the student's current school principal, school head, or guidance counselor with postage on the provided envelope. This information must be received by mail directly from the issuing institution. *All students applying for grades 2 – 12 must provide transcripts that include all courses and grades for the prior two years. *Readiness testing will stand in place of Student Transcript information in grades PK through 1st.*
- **Teacher Recommendations** – Teacher recommendations are required in grades 1 - 12. For students applying for 1st - 7th one recommendation is required of the homeroom teacher and another is to be submitted by a teacher of their choice. Students applying for grades 8 - 12 must submit three recommendations, one each from their current math and English teachers and one from a current teacher of their choice. These forms must be received in the mail directly from the teacher.
- **Shot Record** – A shot record showing all vaccinations must be on file for all applicants.
- **Birth Certificate** – A copy of the birth certificate is required of all applicants.

In addition to the above forms and documents, the following activities will also be necessary as part of the Admissions Committee Review Process.

- **Campus Tour** – Families are encouraged to schedule a visit to Radford School either prior to or shortly after submitting an application for admission. Arranging your on-campus tour during the time that school is in session allows your child to take part in student guided tours as well as an opportunity to attend and observe classes.

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Application Procedures Con't.

- **Formal Interview** – Students will visit with the Admissions Committee, Executive Director, or one of the Director's designated representatives prior to admission. Students in grades 6 and below will be required to have a parent or guardian present during this interview.
- **Readiness Testing (Grades Pre-Kinder and Kindergarten)** – Students requesting admission to the Developmental Readiness Program (must obtain 3 years of age by Sept. 30th), Pre-Kindergarten Program (must obtain 4 years of age by Sept. 30th) or the Kindergarten Program (must obtain 5 years of age by Sept. 30th) will need to complete readiness testing in order for the Admissions Committee to determine acceptance and appropriate placement. An appointment for testing may be made by contacting the school office.
- **Standardized Testing (Grades 2nd – 12th)** - All applicants in grades 2 – 12 will be required to complete standardized testing as follows:

Grades 2nd – 6th	ITBS, TAAS, CAT or other achievement test
Grades 7th – 10th	PSAT or SSAT (Secondary School Admissions Test)
Grades 11th – 12th	PSAT, SAT, or ACT

Please note: Registration deadlines for the SSAT, PSAT, SAT and ACT come up well in advance of the test dates. Students who do not have the required testing completed by beginning of school may be accepted provisionally but will be subject to further review on receipt of the scores.

If you have any questions or if you require further information, please do not hesitate to contact the school office (915) 565-2737.

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Application Checklist

The following items must be completed in order for an application to be considered complete:

___ Application Form

___ Parent's Statement

___ Request for Student Transcripts Form

___ Teacher Recommendation Forms - mailed direct from teachers (Grades 1 - 12)

___ Student Project Folder (Grades 2 - 12)

If you have any questions or concerns while completing this packet, please do not hesitate to contact the school office (915) 565 - 2737 or Fax (915) 565 -2730. All materials should be sent to:

**Admissions Committee
Radford School
2001 Radford Street
El Paso, Texas 79903**

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Parent / Guardian Statement

Applicant's Name _____ Applying for Grade _____

Name of Parent(s) or Guardian(s) completing this form:

Radford School believes that parents are the first and foremost educators of their children. Even as their children enter formal schooling, the role that parents play is crucial. Please assist us in this application process by helping us learn more about your child. Please write a statement that provides us with an accurate sense of your son or daughter. What should we know about him or her? What are his or her academic, personal, and extracurricular strengths and weaknesses? What are your expectations for your child in the school years to come? What are your expectations as parents/guardians for Radford School? You may write or type on either side of this sheet or you may attach a separate page.

Has your child ever received or been referred for special services, counseling and/or testing by any of his/her previous schools? (i.e. for gifted and talented, honors programs, remedial tutoring, behavioral, Counseling, etc.) Yes / No (*Circle one*)

If yes, please explain. _____

Has your child ever received disciplinary sanctions from the administration of any previous school?
Yes / No (*Circle one*)

If yes, please explain. _____

I, as parent or guardian of the child applying, certify that the information submitted with this packet is complete and correct to the best of my knowledge. If my child's application is accepted, he/she agrees to abide by the policies and procedures of the school as stated in the student handbook. I authorize Radford School to verify any information contained in this application packet. I further understand that information contained herein will be used in determining the acceptance of my child and that submission of false information is grounds for rejection of the application, withdrawal of an offer of acceptance, or cancellation of enrollment. I also understand that all fees and/or tuition paid are non-refundable.

Name of Parent or Guardian Please Print

Signature

Date

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Application for Admission

Please attach a recent photo in this space (optional).

Please submit this form along with the application fee of \$50. Please refer to the Application Procedures page to ensure that all supporting documents and forms are sent to the Admissions office as well. All documentation may be sent to: **Admissions Committee, Radford School, 2001 Radford Street, El Paso, Texas 79903**

Full Legal Name _____ SSN _____ - _____ - _____
Last First M.I.

Preferred Name _____ Gender _____ Date of Birth _____
Month/Day/Year

Age _____ Current Grade _____ Candidate for Grade _____ Entering in _____ of 20 _____
Month

Permanent Address _____
Number Street Apt #

_____ City State Zip Country

Home Phone _____ Fax _____ E-mail _____

Current School _____ Years Attended _____

School Address _____
Number Street City State Zip Country

Phone (____) _____ Fax (____) _____ E-mail _____

The above school is: ___ public ___ independent ___ parochial

Names and locations of other schools attended in the last 2 years

_____ Dates _____ / _____

_____ Dates _____ / _____

Friends and relatives who have attended Radford School _____

How did you hear about Radford School? _____

Father or Male Guardian:

Name _____

Employer _____

Occupation _____

Bus. Phone _____

Bus. Address _____

Cell Phone _____

E-mail _____

Home Address _____

Relationship (if other than father) _____

Degrees _____

Colleges Attended _____

Mother or Female Guardian:

Name _____

Employer _____

Occupation _____

Bus. Phone _____

Bus. Address _____

Cell Phone _____

E-mail _____

Home Address _____

Relationship (if other than mother) _____

Degrees _____

Colleges Attended _____

Student lives with: Both parents Mother Father Other (explain) _____

Information and grade reports should be mailed to:

Both parents Mother Father Other (explain)

Address and name if other _____

Please list other children in your family:

Name	Birthdate	School	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____