



# Radford School

## Application Checklist



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

- \_\_\_\_\_ Application for Admission
- \_\_\_\_\_ Student Project and Writing Sample (Grades 2 through 12)
- \_\_\_\_\_ Parent's Statement
- \_\_\_\_\_ Student Transcript or School Report Card
- \_\_\_\_\_ Teacher Recommendation Forms – mailed direct from teachers (Grades 1 through 12)
- \_\_\_\_\_ Immunization Record
- \_\_\_\_\_ Birth Certificate

If you have any questions or concerns while completing this packet, please do not hesitate to contact the school office at (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**



# 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 (non-refundable) before an application will be considered ready to review.

**Application for Admission** – 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 2<sup>nd</sup> through 12<sup>th</sup>.

**Parent's Statement** – To be completed by the parents or guardians, providing perspectives on their son or daughter.

**Student Transcript or School Report Card** – 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<sup>nd</sup> through 12<sup>th</sup> must provide transcripts that include all courses and grades for the prior two years. \*Readiness testing will stand in place of Student Transcripts information in grades DRC through K.*

**Teacher Recommendations** – Teacher recommendations are required for students in grades 2<sup>nd</sup> through 12<sup>th</sup>. For students applying for grades 1<sup>st</sup> through 7<sup>th</sup> 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<sup>th</sup> through 12<sup>th</sup> 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(s).

**Immunization Record** – An immunization 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 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 an opportunity to attend and observe classes.

**Entrance Testing** – Students in grades 2<sup>nd</sup> through 12<sup>th</sup> will complete both a reading and a math screening as a part of the application process. Testing is provided at Radford School at a cost of \$25. You may make an appointment for testing by contacting the school office.

**\*Registration Fee** – Please note, in order for a student to be placed on our roster, a \$650.00 (non refundable) registration fee is required, once a student is accepted.

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



# Radford School

Application for Admission



**Please submit this application, along with all supporting documents and forms required, to Radford School, 2001 Radford Street, El Paso, Texas 79903.**

**Student's Full Legal Name:** \_\_\_\_\_ Grade: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Number Street Apt#

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Gender: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
(please include full number) Month/Day/Year

Age: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Candidate for Grade: \_\_\_\_\_

**Name of Father/Guardian:**

**Name of Mother/Guardian:**

\_\_\_\_\_  
Last First M.I.

\_\_\_\_\_  
Last First M.I.

**Address:**

**Address:**

\_\_\_\_\_  
Number Street Apt#

\_\_\_\_\_  
Number Street Apt#

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Country: \_\_\_\_\_

Cell Number: ( ) \_\_\_\_\_  
(please include full number)

Cell Number: ( ) \_\_\_\_\_  
(please include full number)

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Degrees: \_\_\_\_\_

Degrees: ( ) \_\_\_\_\_

College Attended: \_\_\_\_\_

College Attended: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Student lives with: \_\_\_\_\_ Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father  
 \_\_\_\_\_ Other (Explain) \_\_\_\_\_

Information and grade reports should be mailed to the following:

\_\_\_\_\_ Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father

Address and Name if Other: \_\_\_\_\_  
*Name* *Address*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

1. Emergency Contact: \_\_\_\_\_ Emergency Phone No. ( )  
*(please include full number)*

2. Emergency Contact: \_\_\_\_\_ Emergency Phone No. ( )  
*(please include full number)*

Current School: \_\_\_\_\_ Years Attended: \_\_\_\_\_

School Address: \_\_\_\_\_  
*Number* *Street*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

The above school is: \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_ Parochial

Name and locations of other schools attended in the last 2 years:

\_\_\_\_\_ Dates: \_\_\_\_\_ / \_\_\_\_\_  
*Name/Location*

\_\_\_\_\_ Dates: \_\_\_\_\_ / \_\_\_\_\_  
*Name/Location*

Please list other children in your family:

Name	Birthdate	Age	School

Friends and relatives who have attended Radford School: \_\_\_\_\_

How did you hear about Radford School? \_\_\_\_\_



# Radford School

## 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

If yes, please explain:

---

---

---

Has your child ever received disciplinary sanctions from the administration of any previous school?

Yes       No

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/Guardian (Please Print)*

---

*Signature of Parent/Guardian*

---

*Date*