

## *New Student Enrollment Process*

- 1. Inquire.** Please register as an interested student by filling out the [New Student Inquiry Form](#). It takes less than a minute and helps us ensure a smooth admissions process.
- 2. Tour.** We invite you to register for our Open House on February 10, 2019, from 1:00-3:00 PM for a tour and teacher meet-and-greet. You are also welcome to schedule an individual appointment to tour the school. Our student and staff tour guides are eager to welcome you to our beautiful campus and share what makes our Pre-K - 12 program so exceptional.
- 3. Apply for Tuition Assistance and Scholarships by March 1, 2019.**  
For details on how to apply, visit [broadwateracademy.org/tuition-assistance](http://broadwateracademy.org/tuition-assistance) and/or [broadwateracademy.org/scholarships](http://broadwateracademy.org/scholarships). Apply early; funds are limited.
- 4. Apply for Admission by March 1, 2019.**  
Visit [broadwateracademy.org/admissions](http://broadwateracademy.org/admissions) to apply online. Provide a \$25 application fee by check or cash when you visit. Apply early; space is limited.
- 5. Sign the School Transcripts and Records Release Form.**  
The [School Transcripts and Records Release Form](#), required for students in Grades 1-12, gives permission for your child's current school to provide all academic and behavioral records. Without these records, your child will be unable to assess or visit for a shadow day. You can upload this form to the application, email it to [ssheppard@broadwateracademy.org](mailto:ssheppard@broadwateracademy.org), or sign it in person when you tour.
- 6. Provide your child's original birth certificate and other documentation.**
  - Bring an original birth certificate to the school for verification. Copies cannot be accepted. It will immediately be returned to you.
  - Provide a complete, current set of immunization records if not included in current records.
  - If applicable, provide a copy of the document verifying legal custody.
- 7. Schedule a placement assessment and visit before March 28, 2019.**
  - Applicants for grades 1-12 are required to spend a full day with their current grade level as well as take a [MAP test](#) in reading and mathematics.
  - Applicants for Pre-K and Kindergarten will be tested one-on-one by those grade-level teachers.
  - Applicants for grades 3-12 will provide an in-house writing sample and have the opportunity for Question and Answer.
- 8. Sign the Continuous Enrollment Agreement by April 12, 2019.**  
To secure your Tuition Assistance award and/or Scholarship award, sign your child's Continuous Enrollment Agreement by the deadline. Once you have signed the agreement, your child will be enrolled.
- 9. Fill out the required forms.**  
Back-to-School forms will be emailed to you to fill out online in April.

**Application Deadline: March 1, 2019**

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[broadwateracademy.org/admissions](http://broadwateracademy.org/admissions)

[#broadwaterfamily](#)