



DORIS TODD MEMORIAL CHRISTIAN SCHOOL

Application Instructions and Checklist for Parents

Please keep checklist for your records.

STEP ONE - Application

Application \$75 Non-refundable Fee Date Mailed _____

Complete both sides of the application. Be sure that both custodial parents sign the back of the application. Please return the completed application plus the \$75 non-refundable fee to the office as soon as possible. Make checks payable to Doris Todd School. Initial testing will take place during February and the first two weeks of March. The first round of acceptance letters will be mailed by April 15. Applications received after this time will be considered on a case by case basis for classes that still have available space.

STEP TWO – Records & References

Complete, sign, and send the forms listed below to the student’s **current** school. Please include an addressed, stamped envelope with the Teacher Reference Form and the Administrative Reference Report so that the reports will be sent directly to Doris Todd Christian School.

Consent for Release of Information Form Sent to current school - Date _____

Applicants must submit current and previous years’ report cards and standardized testing results. If your child has an I.E.P., a copy must be sent to the school.

Teacher Reference Form Sent to current school - Date _____

If your child has more than one teacher, you may print additional copies from our website at dtschool.org/admissions.

Administrative Reference Report (grades 1-8) Sent to current school - Date _____

All students applying for grades 1 – 8 must have an Administrative Reference Report sent from their current school.

STEP THREE – Testing & Interview

Testing Admissions Test Date _____

Only those who have submitted an application will be tested. The school office will contact you to schedule an appointment. Students applying for kindergarten are given a readiness test and students applying for grades 1-8 are given a placement test. Students must score at or above grade level.

Parent Interview Interview Date _____

The school office will contact you to schedule an appointment for a Parent Interview with the principal. You will be able to discuss your child’s test results at that time. At least one custodial parent must attend.

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Optional

Financial Aid Online Application Completed Date _____

Financial Aid is available for families of students applying for kindergarten through grade eight. Families may apply online at factstuitionaid.com only AFTER turning in a New Student Application and \$75 fee to Doris Todd Christian School. The financial aid online application deadline is **March 9**.

Tuition assistance for preschool applicants is available through several state agencies. For more information you can check online at patchhawaii.org.

Admissions Decisions

All of the above information will be sent to our Admissions Committee for review. Please see the reverse side of this form for our Admissions Schedule and general information.

*Please note that Application and Registration Fees are non-refundable and non-transferable.

ADMISSIONS

DTMCS always invites applicants for K-8. Applications are accepted beginning each September for the following school year. In grades other than kindergarten, the number of openings is dependent on withdrawals. This number is confirmed the end of February after reenrollment. Please ensure that all documentation is submitted by the deadline. Incomplete applications will not be considered.

Applications for the current school year will be considered on a space available basis.

Admissions Schedule

September 1	Applications accepted for 2012 - 2013 year
February 1-28	Re-enrollment for current families
February 11	Open House
March 9	Deadline for <u>Admissions</u> Applications
March 9	Deadline for <u>Tuition Assistance</u> Applications (<i>online application</i>)
April 15	Acceptance Notification Date
April 15	Financial Aid Notification
May 10	Applicants who are accepted must respond by the HAIS common reply date

Testing

Applicants (K-8) are required to take an entrance test. The school office will contact parents to schedule a testing date.

Interview

Once all application forms have been received and testing is complete, the school office will contact parents to schedule an admissions interview.

Notification

After applications, test results, recommendation forms, interviews, school grades, and other data are evaluated by the Admissions Committee; notification of the admission decision will be made.

If accepted, to confirm your reservation, all applicants must reply no later than May 10, 2008. Upon acceptance, the Registration Fee must be paid within 15 calendar days of notification to hold a spot for the applicant. Admission notification continues as long as there are vacancies. Students in the waiting pool will be notified when an opening occurs.

Waiting Pool

A waiting pool will be started when a class reaches full enrollment. Applications may be submitted without the fee to be placed in the Waiting Pool.

Late Applicants

Late applications will be considered on a space-available basis.