

Admissions Checklist for Applicants

Date Due	Item	Description	Completed
<p style="text-align: center;">Thursday, January 28, 2010</p>	<p style="text-align: center;">Application For Admissions</p>	Complete and submit application for admissions with \$100 non-refundable application fee.	
	<p style="text-align: center;">Tuition Assistance Application</p>	If needed, complete and submit application for Tuition Assistance, including 2008 tax return Submit 2009 W-2 information: Thursday, February 4, 2010	
	<p style="text-align: center;">Release of Records Form</p>	Complete Release of Records Form; submit with application.	
	<p style="text-align: center;">Teacher Evaluation Form</p>	Give Teacher Evaluation forms and envelopes to child's current teacher(s) to be completed and mailed directly to AJA. Kindergarten: Preschool teacher Grades 1 – 5: Primary teacher and one other teacher who has worked with your child. Grades 6 – 8: Language Arts teacher, Math teacher, and one additional teacher who has worked with your child.	
<p style="text-align: center;">Sunday, February 21, 2010</p>	<p style="text-align: center;">Grades 5- 8: Independent School Entrance Exam</p>	Applicants for grades 5 – 8 take the Independent School Entrance Examination (ISEE), an internal admission test used in independent schools. The test will be administered at AJA on this date; applicants can also take at other locations.	
<p style="text-align: center;">Thursday, February 24, 2010</p>	<p style="text-align: center;">Kindergarten Round-Up</p>	Applicants participate in class experience with AJA Kindergarten teachers.	
<p style="text-align: center;">Week of: March 1, 2010</p>	<p style="text-align: center;">School Visit, Interview and Assessment</p>	Applicants for Kindergarten participate in interview and assessment (approx. 15 minutes). Applicants for grades 1 – 8 spend a full day at AJA, shadowing in a classroom, including a 30-minute interview and assessment.	
<p style="text-align: center;">Friday, March 12, 2010</p>	<p style="text-align: center;">Admissions Decisions Mailed</p>	Admission decision letters and enrollment materials (if applicable) mailed to all applicants whose completed files were submitted by the priority deadline.	
<p style="text-align: center;">Monday, March 26, 2010</p>	<p style="text-align: center;">Tuition Contract and Deposit Due</p>	Return signed tuition contract and deposit.	
<p style="text-align: center;">Friday, April 30, 2010</p>	<p style="text-align: center;">Enrollment Materials Due</p>	Return completed enrollment materials (copy of birth certificate, immunizations, student/family photos).	

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