

# Admissions Checklist for Applicants

Item	Description
Application For Admissions	Complete online application for admissions with \$130 non-refundable application fee.
Immunization Records	Submit a current, validated record of student's immunizations. AJA does not accept immunization waivers except in cases of medical contraindication with appropriate documentation.
Tuition Assistance Application	If needed, complete online application for Tuition Assistance, including current tax return and W-2 information.
Teacher Impressions Form	<p>Send Teacher Impressions Form(s) to child's current teacher(s) to be completed and submitted directly to AJA.</p> <p>Kindergarten    Preschool teacher</p> <p>Grades 1 – 5    Most recent primary teacher and one other teacher who has worked with your child.</p> <p>Grades 6 – 8    Language Arts/English teacher and Math teacher with option of one additional teacher who has worked your child.</p>
Student Statement	Applicants for Grades 6 – 8 submit Student Statement form.
Kindergarten Round-Up (March)	<p>Applicants participate in class experience with AJA Kindergarten teachers while parents meet with school administrators.</p> <p>Applicants for Kindergarten schedule interview and assessment (approx. 30 minutes).</p>
School Visit, Interview and Assessment	Applicants for grades 2 – 8 spend a full day at AJA, shadowing in a classroom, including a 30-minute interview and assessment. Applicants for grade 1 spend a half day shadowing at AJA.
Admissions Decisions Sent	Admission decision letters and enrollment materials (if applicable) sent to all applicants.
Tuition Contract, Deposit and Enrollment Materials	Return signed tuition contract, deposit, copy of birth certificate, student/family photos.

## Enrollment Priority:

- 1) Currently enrolled students in good standing; assumes that all forms, applications and contracts are complete and signed in a timely manner as directed by the Business Office
- 2) Siblings of currently enrolled students
- 3) Newly accepted students.