

## INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION

1. Follow the link emailed after attending an Open House to access our Online Application. Please create only one username and password per family and follow the instructions online, in addition to this checklist, to ensure you complete the entire application. Jot down your login details here for easy reference throughout the application process:

**USERNAME:** \_\_\_\_\_ **PASSWORD:** \_\_\_\_\_

2. Create one *New Student Application* for each student applying to Veritas Academy (the *Sibling Application* is for families with a child currently enrolled at Veritas).
3. Use your family username and password to follow the “Status” of your application. Our Admissions Department will keep your Status Checklist as up-to-date as possible so that you will know when recommendation forms are received by our office.

*After submitting a complete application (including all items listed on the reverse) you will be able to schedule placement testing. Please refer to the “Admissions Process” and “Key Dates & Deadlines” inserts to understand the order and timing of the next steps. Also, remember that both parents must attend an Open House and complete the required reading prior to scheduling a family interview. Applicant families are responsible for notifying the Admissions Department of any changes/updates to their application.*

### NEW STUDENT APPLICATION

- Select the grade level for which the student is applying
- Upload a small photograph of the student applicant and of your family
- Upload a copy of birth certificate
- Upload custodial agreements pertaining to educational decisions and participation (*only applicable if you are a two-household family*)
- Upload a copy of most recent diagnostic testing results and accommodations (*if the student has a learning difference*)
- Provide three **non-related** references and their contact info (*please notify your references*):
  - A person who has known the student for years
  - A person who has known your family for years
  - A spiritual leader who knows the family, preferably the student, well
- Home-schooled applicants will need to provide the following in the Educational Background section:
  - List of curriculum used in each subject
  - Average hours per week devoted to the study of each subject
- Submit the Parent Questionnaires and affirmation of *Mission, Statements on Faith, Life & Conduct, and Family Commitment* (to be signed by both parents)
- Application fee of \$200 (non-refundable; \$100 for each additional child)

### SUPPLEMENTAL FORMS & STUDENT WORK

#### PRESCHOOL, PREK, & KINDERGARTEN APPLICANTS

For Preschool, PreK, & Kindergarten student applicants, your application is considered complete upon submission of the *New Student Application*.

#### GS, SL, & SR APPLICANTS (GRADES 1-12): NEXT STEPS

For GS, SL, and SR student applicants, supplemental forms and student work vary by grade level and need to be uploaded to the *New Student Application* before it can be submitted so as not to delay the completion of the application. Please see reverse for the specific supplemental materials required by grade-level.

## INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION

### SUPPLEMENTAL FORMS & STUDENT WORK

Supplemental forms and student work vary by grade level and need to be uploaded to the *New Student Application* before the application is complete and may be submitted.

---

#### GRADES 1-4

- School Recommendation Form and Request for Records
  - To be emailed from the application to the Registrar/Guidance Counselor at each school your child has attended in the last **three** years, excluding pre-school and mother's-day-out programs. The school will directly mail/email a copy of the student's transcripts, report cards, and standardized test results, if applicable.
- Teacher Recommendation Form(s)
  - To be emailed from the application directly to your child's current teacher(s). Each teacher will then email the completed form(s) back to Veritas.
- Writing Sample (3rd and 4th Grade only)
  - Best handwritten paper (a couple of paragraphs), preferably a final draft written for school (.pdf or .png file).
- List of books recently read, independently (3rd and 4th Grade only)
- Current/most recent report card

---

#### GRADES 5-7

- School Recommendation Form and Request for Records
  - To be emailed from the application to the Registrar/Guidance Counselor at each school your child has attended in the last **three** years. The school will directly mail/email a copy of the student's transcripts, report cards, and standardized test results, if applicable.
- Teacher Recommendation Form(s)
  - To be emailed from the application directly to your child's current teacher(s). Each teacher will then email the completed form(s) back to Veritas.
- Writing sample, preferably a final draft written for school, of the student's longest/best paper (.pdf or .png file).
- List of books recently read, independently
- Current/most recent report card

---

#### GRADES 8-12

- Student Questionnaire and Confirmation of Required Student Reading
- School Recommendation Form and Request for Records
  - To be emailed from the application to the Registrar/Guidance Counselor at each school your child has attended in the last **three** years. The school will directly mail/email a copy of the student's transcripts, report cards, and standardized test results, if applicable.
- Teacher Recommendation Form(s)
  - To be emailed from the application directly to your child's current teacher(s). Each teacher will then email the completed form(s) back to Veritas.
- Writing sample, preferably a final draft written for school, of the student's longest/best paper (.pdf or .png file).
- List of books recently read, independently
- Current/most recent report card