

INSTRUCTIONS FOR COMPLETING AN ONLINE SIBLING APPLICATION

- Before applying to Veritas Academy, prayerfully consider each of your children's needs for education.
- Follow the link you received in a weekly School Memo to access our Online Sibling 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. *(You will only need to create an account if it has been more than one year since you submitted an application for a currently enrolled child. If you are unsure of your username or need account help, please email Admissions@VeritasAcademy.net)*
- Create one *Sibling Application* for each student applying to Veritas Academy:
 - ◆ Select the grade level for which the student is applying (applications vary by grade level)
 - ◆ Upload a small photograph of the student applicant
 - ◆ 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
- Review and submit completed applications along with the nonrefundable application fee of \$100 for each sibling applicant.
- Supplemental forms and student work vary by grade level and need to be submitted to the Admissions Office before the application is considered complete and placement testing can be scheduled.
 - ◆ *School Recommendation Form and Request for Records:*
 - To be printed from the Online Application and submitted to each school your child has attended in the last three years, excluding pre-school and mothers-day-out programs. The school will mail the completed form directly to Veritas along with a copy of the student's transcripts, report cards, and standardized test results, if applicable.
 - ◆ *Teacher Recommendation Form(s):*
 - To be printed from the Online Application and submitted to your child's current teacher(s). Each teacher will then mail or email the completed form(s) directly to Veritas.
 - ◆ *Transfer Credit Request Form:*
 - To be printed from the Online Application and completed by all students requesting to receive high school credit for any credit-bearing course. This is primarily applicable for 9th-12th Grade applicants, although it may apply to some 7th and 8th Grade applicants.
 - ◆ Writing sample, preferably a final draft written for school (only 3rd grade and up):
 - 3rd and 4th Grade - best handwritten paper, a couple of paragraphs
 - 5th Grade and above - copy of longest/best paper
 - ◆ List of books recently read, independently (only 3rd Grade and up)
- 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 student work and recommendation forms are received by our office.
- You will be contacted shortly after receipt of your complete application (including all items listed above) to schedule placement testing. Please refer to *Admissions Process for Sibling Applicants* on the school website to understand the order and timing of the next steps.

The Veritas Sibling Application may be used as an application update, when appropriate. If you have any questions about why you were asked to complete a Sibling Application, please contact the Veritas Admissions Department.