

INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION FOR ADMISSION

- Before applying to Veritas Academy, attend an Informational Meeting to learn more about our school as you prayerfully seek God's direction for your family and the education of your child(ren).
- Follow the link emailed after attending an Informational Meeting 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.
- Create one ***New Student Application*** for each student applying to Veritas Academy (the *Sibling Application* is for families with one child already enrolled at Veritas):
 - ◆ 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 curriculums used in each subject
 - Average hours per week devoted to the study of each subject
 - ◆ Notify and provide the phone number and email address for three non-related 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
 - ◆ Each parent needs to complete his/her designated Parent Questionnaire and electronically sign the last two pages of the application containing the Veritas Academy:
 - Mission
 - Statements on Faith, Life & Conduct
 - Family Commitment
- Review and submit completed applications along with the nonrefundable application fee of \$200 for the first child plus \$100 for each additional child.
- 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 mother's-day-out programs. The school will (e-)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 emailed from the Online Application directly to your child's current teacher(s). Each teacher will then email the completed form(s) back 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 the *Admissions Calendar and Process* to understand the order and timing of the next steps. Also, remember that both parents must attend an Informational Meeting *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.