

INSTRUCTIONS FOR COMPLETING A SIBLING APPLICATION

1. Watch the School Memo each fall (typically November) for an announcement that the Sibling Application is open. You will then access the Sibling Application through your [Family Portal Account](#) (Family Portal > Apply/Enroll > Application).
2. Create one Sibling Application for each sibling applying to Veritas Academy.
3. After submitting an application you will be able to check the “Status” by logging in to Family Portal. 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 on the reverse) to schedule placement testing. Families are responsible for notifying the Admissions Department of any changes/updates to their application.

SIBLING APPLICATION

- Select the grade level for which the student is applying
- Upload a small photograph of the student applicant
- 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 one **non-related** reference and their contact info (*please notify your reference*):
 - A person who has known the student for years
- 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 Questionnaire and affirmation of *Mission, Statements on Faith, Life & Conduct, and Family Commitment* (signed by both parents)
- Application fee of \$100 (non-refundable; for each child)

SUPPLEMENTAL FORMS & STUDENT WORK

PRESCHOOL, PREK, & KINDERGARTEN APPLICANTS

For Preschool, PreK, & Kindergarten student applicants, your application is considered complete upon submission of the *Sibling Application*. The Admissions office will be in touch shortly to schedule next steps, when applicable.

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 *Sibling Application* before it can be submitted and to avoid delaying the scheduling of next steps. Please see reverse for the specific supplemental materials required by grade-level.



SUPPLEMENTAL FORMS & STUDENT WORK

For GS, SL, and SR student applicants, supplemental forms and student work vary by grade level and need to be submitted to the Admissions Office in addition to the *Sibling Application* before the application is complete and may be submitted.

GRAMMAR SCHOOL APPLICANT (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 Online 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
- List of books recently read, independently (3rd and 4th Grade only)
- Current/most recent report card

SCHOOL OF LOGIC APPLICANT (GRADES 5-8)

- 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 Online 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
- List of books recently read, independently
- Current/most recent report card

SCHOOL OF RHETORIC APPLICANT (GRADES 9-12)

- 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 Online 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
- List of books recently read, independently
- Current/most recent report card