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# APPLICATION PROCEDURES

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## VISIT CENTRAL PRIVATE SCHOOL

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A Campus visit is highly recommended so that you can see our activities and programs in progress. We host an Open House event each year in February to give prospective families an opportunity to meet and talk with our faculty and staff members. You may also request an individual appointment to tour the campus through the Main Office.

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## APPLICATION PROCEDURE CHECKLIST:

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- Complete and sign the application: enclose the \$30 testing and application fee. You will be called for testing appointments once application has been reviewed.
- Complete grade appropriate questionnaire. 6<sup>th</sup> -12<sup>th</sup> only.
- Include copies of report cards, standardized test scores (all grades) and transcripts (8<sup>th</sup> - 12<sup>th</sup> only) for the past 3 years. Copies of current evaluations and IEP's.
- Include copies of birth certificate, social security card and immunizations.
- Forward Principal and teacher recommendation form to student's current school.

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## EVALUATION OF APPLICATION

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Following the receipt of the completed application packet, the Admissions Department will schedule students according to the following age groups:

- Kindergarten – Oral and written assessment and consult with Teacher.
- 1<sup>st</sup> -5<sup>th</sup> grade – Written assessment
- 6<sup>th</sup> – 12<sup>th</sup> grade – Transcript and Report card review, Written testing when necessary.
- Seniors accepted at discretion of Headmaster.
- Central Private does not accept students in need of credit recovery or in current failure status.
- Central Private does not accept students under suspension or expulsion.

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## ENROLLMENT

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An enrollment packet will be sent to student's family after the Admissions Committee has approved student's application. Enrollment packet must be returned completed with the following items.

- Registration and Entry fees (Additional class fees due in September)
- Signed promissory note.
- Direct Debit Authorization for monthly payment plan. (If applicable)
- Student medical information form. (if applicable)
- Tuition (due by July 1<sup>st</sup> if paying in full)
- Student/Family registration form
- Fee information form