



CENTERS OF LEARNING  
8854 HASKELL AVENUE  
NORTH HILLS, CA 91343  
818.894.3213

## ADMISSION PROCEDURES Elementary, Middle, Junior High, and High School

STUDENTS ENTERING FIRST GRADE MUST BE 6 YEARS OLD ON OR BEFORE SEPTEMBER 1st.

Within this packet you will find a variety of forms with meaningful and important information. Please take time to read through each one carefully and enter requested information. Please contact the school office if there are any questions you have.

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### APPLICATION PROCEDURE

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Please check these to make sure all are completed before submitting any portion of your application to the school office. Thank you.

- \_\_\_\_\_ 1. APPLICATION FOR ADMISSION - Parent completes as directed.  
MIDDLE, JUNIOR HIGH & HIGH SCHOOL (Grades 5-12) STUDENT QUESTIONNAIRE - Student fills out these pages.
- \_\_\_\_\_ 2. REPORT CARD - Please attach a copy of your child's most recent report card and standardized test results if available from former school.
- \_\_\_\_\_ 3. RECOMMENDATIONS - As soon as possible, please give or send the "TEACHER RECOMMENDATION FORM" to your most recent teacher. Have the recommendation mailed directly to Centers of Learning.
- \_\_\_\_\_ 4. TRANSCRIPT RELEASE - (Grades 1-12) Please sign and date, and then return to your child's current school. Have the transcript mailed directly to Centers of Learning.
- \_\_\_\_\_ 5. ALL NEW STUDENTS - Mail or bring the above forms along with the application fee to the address listed above. Please remember that one application is required per student. All application forms with signatures and application fee are required before the application can be processed. (See Fee Schedule)
- \_\_\_\_\_ 6. CAMPUS VISITS - Families should attend one of our open houses or schedule a tour of the campus and meet faculty members. Students applying after the open house date will be scheduled for one of our group tours of the campus.
- \_\_\_\_\_ 7. TESTING - As soon as the application steps above are completed, you will be notified of a testing date. We suggest that applications be returned as soon as possible to ensure the earliest available testing date as this will afford the best opportunity of securing a place on the class list. If standardized testing scores are available from the previous school attended, additional testing may or may not be required. Students applying to the 1<sup>st</sup> grade will be notified of their Gessell Developmental Testing test date. (See Fee Schedule)
- \_\_\_\_\_ 8. ACCEPTANCE NOTIFICATION - Parents will be notified as soon as possible if the applicant has been accepted. Acceptance letters and registration forms will be mailed and should be signed and returned along with remaining enrollment fees. **A place on the class list is not insured until the entire enrollment process is complete and all fees are paid.** (See Registration Procedure) Non-disclosure of pertinent information will result in non-acceptance or subsequent dismissal.

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### REGISTRATION PROCEDURE

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Once accepted, new students will receive registration materials which should be filled out and returned to the school office along with the following:

- \_\_\_\_\_ 1. HEALTH/IMMUNIZATION RECORDS - (See Registration Packet)
- \_\_\_\_\_ 2. BIRTH CERTIFICATE - (All new students) Must be the legal copy from Hall of Records or appropriate agency.
- \_\_\_\_\_ 3. REGISTRATION FEES - Annual enrollment fees (See Fee Schedule) are due at time of enrollment. The Smart Tuition Management form with voided check attached is also due at enrollment. The first installment of the annual tuition will be deducted automatically by Smart Tuition Management Service August 10<sup>th</sup> and will continue monthly as outlined on the Fee Schedule. (See Fee Schedule)