



CENTERS OF LEARNING

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APPLICATION PROCEDURE GRADES 1-12

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

Please take the time to read each form carefully and enter the requested information. Contact the school office at 818.894.3123 or email admissions@centersoflearning.com with any questions.

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

_____ 1. **CAMPUS TOUR:** Families should attend one of our open houses or contact the front office to schedule a tour of the campus and meet the staff.

Complete and mail the following items to Centers of Learning or deliver them to the school office.

_____ 2. **APPLICATION FOR ADMISSION:** Parent completes both pages as directed. One application is required per student.

_____ 3. **APPLICATION FEES:** A fee of \$50 is required per student along with the application. Please note: all forms and fees are required before the application can be processed.

_____ 4. **STUDENT QUESTIONNAIRE:** Grades 5-12 only. Student fills out both pages of questionnaire.

_____ 5. **REPORT CARD/STANDARDIZED TEST RESULTS:** Attach a copy of your child's most recent report card and standardized test results, if available, from current school.

Send or give a Transcript Release and Teacher Recommendation form to your child's current school. Have the completed forms mailed directly to Centers of Learning.

_____ 6. **TRANSCRIPT RELEASE:** Please sign, date, and then give to your current school.

_____ 7. **TEACHER RECOMMENDATION:** As soon as possible, please send or give the Teacher Recommendation Form to your student's most current teacher.

_____ 8. **STUDENT TESTING:** When the application forms are completed and received with the application fee by Centers of Learning, you will be contacted to schedule a testing date. If standardized testing scores are available from the current school, testing may or may not be required for grades 3-12.

ACCEPTANCE NOTIFICATION: Upon completion of items 1-8, parents will be notified about the acceptance of the applicant. A place on the class list is not insured until the entire application process is complete and all fees are paid.

Non-disclosure of pertinent information will result in non-acceptance or subsequent dismissal.