



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

## ENROLLMENT PROCEDURES (FIRST – TWELFTH)

STUDENTS ENTERING FIRST GRADE MUST BE 6 YEARS OLD ON OR BEFORE SEPTEMBER 5TH.

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.

### APPLICATION PROCEDURE

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 - (Form A-2) Parent completes as directed.  
MIDDLE, JUNIOR HIGH & HIGH SCHOOL (Grades 5-12) STUDENT QUESTIONNAIRE - (Form A-3) Student fills out this page.
- \_\_\_\_\_ 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 - (Form A-5) 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 (Form A-6) - (Grades 1-12) Please sign and date.
- \_\_\_\_\_ 5. ALL NEW STUDENTS - Mail or bring the above forms along with a \$40 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.
- \_\_\_\_\_ 6. STUDENT HANDBOOK - Please read.
- \_\_\_\_\_ 7. CAMPUS VISITS - Families should attend one of our open houses to tour 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.
- \_\_\_\_\_ 8. 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 the Gessell Developmental Testing Orientation and test date.
- \_\_\_\_\_ 9. 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 assured until the entire enrollment process is complete and all fees are paid. (See "Enrollment")

### ENROLLMENT PROCEDURE

Once accepted, new students should complete registration materials and bring them 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. ENROLLMENT FEES - Appropriate 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 1<sup>st</sup> and will continue monthly as outlined on the Fee Schedule. (See Fee Schedule)