



# CENTERS OF LEARNING

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## APPLICATION PROCEDURE GRADES K-12

### Application Requirements:

Kindergarten: Student must be 5 years old by September 1

First Grade: Student must be 6 years old by 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](mailto:admissions@centersoflearning.com) with any questions.

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*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**: Grades 1-4 only. 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 5-12.

**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.