

ADMISSION TO KIRBY HALL SCHOOL

Kirby Hall School's specific educational commitment is to educate children who are capable and interested in academic excellence as pursued in a home-like, Christian environment. Because of this commitment, the school is not staffed to meet the needs of students who have behavioral or educational problems for which specifically trained teachers are necessary.

The faculty is a group of dedicated professionals especially versed in individual subject areas, and the curriculum at Kirby Hall School is an excellent preparation for the most demanding colleges.

Application forms are available on the school's web site (www.kirbyhallschool.org) in the "admission" section and in the school office. Decisions on admissions can be made when all application requirements are met.

APPLICATION REQUIREMENTS

SUBMISSION OF RECORDS AND COMPLETED APPLICATION FORMS TO KIRBY HALL

The general aim of the admissions committee is to collect enough data about the applicant to assure Kirby Hall School that the student can achieve academically and is not a discipline risk. The admissions committee tries to give the school a head start in knowing how best to teach the particular child. Kirby Hall School will accept needed information through any reliable source the parents can make available in order to teach the child.

A. INITIAL CONTACT

1. Complete general information as requested on the application form.
2. Submit test scores from test recently administered. Upper school applicants whose testing is inconclusive or incomplete will also take an Entrance Examination for a \$35 fee. Kirby Hall may elect to waive these examination fees in certain cases.
3. Submit copies of at least two report cards, including the most recent. Some schools have a form for transfer of records, which may be needed in case the parent does not have report cards or test scores. These forms are available through school procedures by parental request or signature.
4. Submit a photograph of the student.
5. Include a \$50 application fee (non-refundable).
6. Complete the "Parent Interview and the "Parent Participation Questionnaire
7. Obtain three references from former teachers. Recommendation forms are available from the web site. Please send a form to each teacher along with a stamped addressed envelope, addressed to the school and write in the lower left-hand corner - Attention Admissions. The same three teachers noted on the application form should be asked to give references.
8. Mail a copy of the student's birth certificate and immunization record.

B. INTERVIEWS

1. The school will make arrangements for a parent interview and tour
2. The school will make arrangements for a student to visit the class for the day (Pre-K will visit with the Pre-K teacher only).

AFTER ACCEPTANCE

RESERVATION OF STUDENT'S PLACE AT KIRBY HALL SCHOOL

Remit a non-refundable enrollment fee (\$500) to the school along with the following:

- Sign two copies of the school contract. One copy will be available to the parent after the addition of the school signature.
- A copy of the student's Social Security Card
- Completed tuition plan form
- Vision and Hearing Screening documentation (if not included with the immunization record)