

The Lakeside School

Academic Checklist for New Applicants (K-12) 2019-2020

Name _____

_____ Complete the admissions application.

_____ A \$50.00 (non-refundable) application fee is required for applicant to be considered for enrollment and required testing process. This fee is not required for siblings of current LSC students.

Background Check: The following must be received before an applicant can be enrolled at LSC:

- _____ 1. Transcript
- _____ 2. Copies of standardized testing (last three years if available)
- _____ 3. Copies of disciplinary records (if applicable)
- _____ 4. Copies of attendance records (may be included with transcript)
- _____ 5. Copy of birth certificate and social security card
- _____ 6. Certificate of Immunization

_____ References: Two previous teacher and one administrator evaluations must be requested. Kindergarten only requires one from teacher or administrator.

_____ Testing: Admissions test must be administered at The Lakeside School.

_____ Drug Test: Administered at The Lakeside School (for grades 9-12).

_____ Approval: Admissions Team is to review and approve applicant for enrollment.

_____ Prior to processing any contract, the Dean of Students will review enrollment to ensure vacancy is available. She will be responsible for maintaining the waiting list should classes reach maximum capacity notifying parent(s) of the waiting status.

_____ Contract forwarded to Business Office for further processing after all documents/testing have been secured.

The Lakeside School

ADMISSIONS STATEMENT

The Lakeside School seeks students from all ethnic, cultural, racial, religious and socio-economic backgrounds who can benefit from a challenging academic program and make positive contributions to the school community. Students are considered for admission on the basis of, but not limited to, achievement, academic testing, attendance, teacher/administrator evaluations and citizenship. Other factors that are considered include interests, talents, classroom scheduling capabilities, and space availability.

As an educational institution concerned with the development of the whole student, The Lakeside School seeks to enroll students who are capable of achieving success inside the framework of a college preparatory curriculum. Although children of alumni, siblings of alumni, siblings of currently enrolled students, and children of faculty and staff are given preference for admission when possible, the overriding consideration is what is best for the personal development of each individual student. All students must meet the enrollment criteria outlined in the *Academic Checklist for New Applicants*.

ADMISSIONS PROCEDURES

The Admissions Representative, upon request of the prospective family, mails an information packet. Usually, an appointment is scheduled for the prospective family to tour the school. After receiving the completed application and fee, the Admissions Representative establishes an admissions file for each prospective student. The prospective family arranges for transcripts, teacher/administrator evaluations to be sent to the attention of the Admissions Department, and schedules an admissions test for the prospective student to be taken at The Lakeside School. In addition, if the student is applying for grades 9-12, a drug test must be scheduled at The Lakeside School. When the file is complete, the Admissions Team reviews the file and informs the applicant of the school's decision.

Once a grade level is filled, The Lakeside School will maintain an applicant list for prospective students who qualify for admission, but are not offered spaces due to classroom limitations. If a vacancy occurs at any time, the Admissions Team will review the applications of those students on the applicant list and contact their families.