



Admissions Checklist Elementary

Step 1: K5-5th grades Application and Document Review (\$50 non-refundable fee)

- **6th grade Application and Document Review (\$20 non-refundable fee)**
- **Entrance Exam Fee (\$140 due online through ERB site)**
 - °Schedule through TCA Admissions office/Erika Davis
 - Application*- Submit online document and payment www.tcajax.org/admissions
 - Most Recent Report Card
 - Prior Year's Final Report Card
 - Most Recent Standardized Test Scores
 - IEP/504 Plan (if applicable)
 - Teacher Recommendation Form* (from prior school)

Step 2: Principal Review

A principal will review your child's information. If eligible, student will move to step 3.

Step 3: Entrance Testing

Testing will be by appointment only. The Admissions Office will contact you for scheduling.

Step 4: Final Decision

Students who meet requirements will be contacted via email. Parents may schedule their Registration/Orientation Meeting only when registration documents have been gathered.

* Available at TCAJAX.org under Admissions tab