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) plus

Entrance Exam Fee ($125 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