



## Admissions Checklist Elementary

### **Step 1: K5-5<sup>th</sup> grades Application and Document Review (\$50 non-refundable fee)**

**6<sup>th</sup> grade Application and Document Review (\$20 non-refundable fee) plus**

**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](http://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