

We are pleased that you have expressed an interest in enrolling your child at Richmond Academy. Office hours are 7:30 am - 3:30 pm. School hours are 8 am - 3 pm.



After completing the enrollment process, new applicants will be accepted by:

1. Available space in the classroom
2. Order in which applications are received

To begin the enrollment process of your child at Richmond Academy, please complete the following steps:

- Application Packet**
  - Fill out the Application for Admission
  - Upon completion, please mail the application with your application fee(s)
  - Grades 1-12:* Submit Two Student Recommendation Forms (Forms must not come from a family member)
    - One preferably from your Senior Pastor or Youth and Children's Minister
    - One preferably from current math or English teacher, or principal or headmaster
- Enrollment Packet (*Distributed in June*)**
  - Read the Student Handbook
  - Grades Pre-K & K:* Please submit the following items to the office. *Grades 1-12:* Participate in evaluation conference with the school Admission Committee. Bring the following to the conference:
    - Any questions from handbook or other materials
    - Fill out the Tuition & Fees Agreement
    - Parental Consent for Participation
    - Most recent standardized testing scores, transcript, and report card
    - Copy of Child's Birth Certificate
    - Current Immunization Records\*
- Entrance Placement Exams (if applicable)\*\*
- Pay first month's tuition before June 28\*\*\*

\*The immunization records must be complete and returned prior to your child starting school. Kindergartners must have an updated immunization record. Sixth graders must have a second MMR immunization.

\*\*Typically, Richmond Academy students test 6 months to 1 year ahead of other schools. For this reason, if your student does not have a recent transcript and report card, we will accept new students in 1<sup>st</sup> through 12<sup>th</sup> grade after the student has taken an entrance placement exam. We will then place your child in the appropriate grade level. We want your child to be successful academically at Richmond Academy. If you do have a recent transcript and report card, the entrance placement exam is not necessary.

\*\*\*The first tuition payment is due before the student will be admitted to class. Other arrangements should be made through the office.

Sometimes parents need more information prior to making a decision about applying to a school. Touring the school is optional but may help parents who do not know our Academy very well. Please call the office if you would like to schedule an appointment to tour.