



## Application Procedure

Below are steps for the application procedure. Please look over them and contact the office with any questions.

1. **Tour:** Interested families may make an appointment to tour the school prior to application and/or the student interview.
2. **Completed Application/Records:** Complete the application in full and return it with the \$75 one-time application fee (nonrefundable) to the NTLA office. Students applying for grades 1-12 must include 2-3 recommendations from an adult who has been a part of the student's development (i.e. teacher, coach, instructor, etc.). You may contact NTLA for an evaluation form or the adult recommending the student may send a signed letter in a sealed envelope to NTLA. The application will not be processed until all parts are received by the office.

*Students must be potty-trained before their first day of attendance in PreK3.*

Please note that all records from the child's previous school must be provided to and evaluated by NTLA before final admission to the school will be granted.

3. **Testing:** NTLA requires all incoming students to be tested by the school and the results are given to the family. There is a one-time testing fee of \$75 which must be paid prior to testing.
4. **Interview:** All students applying for admission will be given an interview conducted by a member of the NTLA staff. Students ages 3-5 will receive a 30 minute interview and students aged 5 and up will receive an interview lasting up to 60 minutes. This time is set aside for our staff to get to know your child better and to determine if NTLA is the right learning environment for them. Typically this interview will be split between time spent in an age-appropriate NTLA classroom and one-on-one time with our staff.
5. **Notification:** Applicants are notified of an admission decision after all documents are reviewed and interviews are completed.

### Selection of Students

Admissions are based upon the space available and an evaluation of the suitability of North Texas Leadership Academy for each student. North Texas Leadership Academy does not discriminate on the basis of race, color, religion, sex, ethnic origin, nationality or physical disability.

# Application Check List

Please retain this page for future reference.

1. \_\_\_\_ Appointment set for campus visit  
Date \_\_\_\_\_ Time \_\_\_\_\_
  
2. \_\_\_\_ Application and nonrefundable application fee submitted Date \_\_\_\_\_  
\_\_\_\_ Signed by parent  
\_\_\_\_ Birth certificate sent
  
3. \_\_\_\_ Recommendation Forms mailed to office Date \_\_\_\_\_  
***Required for grades 1-12, optional for Pre-K and Kinder***
  
4. \_\_\_\_ Transcript Request Form given to current school Date \_\_\_\_\_  
***Required for grades 1-12 only***
  
5. \_\_\_\_ Appointment set for admission testing  
Date \_\_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_ Nonrefundable testing fee paid (see Tuition Schedule)
  
6. \_\_\_\_ Appointment set for Trial Day  
Date \_\_\_\_\_
  
7. \_\_\_\_ Health form (including immunization record) submitted by 1<sup>st</sup> day of school  
Date \_\_\_\_\_