

# Welcome To Admissions!

Thank you for your interest in Whitefield Academy! The Admissions Department is thrilled to walk you through this process. Please use this resource packet to guide you through steps 1-6, and if you have any questions, feel free to ask!

## PROCESS

1

TOUR OF WHITEFIELD

Haven't toured yet? Contact the Admissions Department for scheduling!

2

ONLINE APPLICATION

Apply online at [www.whitefield.org](http://www.whitefield.org)

3

GATHER DOCUMENTS

See page 2 & 3 for details!

4

ACADEMIC ASSESSMENT

Scheduled after application documents are on file.

5

FAMILY INTERVIEW

Scheduled after a student's completed file has been reviewed by administration.

6

ENROLLMENT

Upon acceptance, enrollment paperwork will be completed.

Questions along the way? Please contact Sarah Morris at [sarah.morris@whitefield.org](mailto:sarah.morris@whitefield.org)

Thanks for your interest in Whitefield Academy,  
where we provide a Christ-centered, Biblically Based Education!

# DOCUMENTS

Kindergarten

PLEASE USE THE FORMS PROVIDED  
BY WHITEFIELD

SCANNED DOCUMENTS OR COPIES OF  
THE ORIGINAL ONLY  
(We are happy to make copies in the office!)

SUBMIT FORMS TO  
sarah.morris@whitefield.org

## EMAIL SUBMISSION

Please send attachments in a new email with the following subject line: **Student's last name, Name of Document(s) (i.e. Smith, Vision)**



### TEACHER RECOMMENDATION

If possible, please have the last teacher your child had complete this form.

We love to hear from teachers!

1



### BIRTH CERTIFICATE

A scanned copy of the original birth certificate.

If a name change has occurred, please provide supporting documentation.

2



### PASTORAL REFERENCE

A Pastoral reference is sent directly from the Admissions Department to the pastor listed on your child's application.

3



### IMMUNIZATION RECORD

Up to date immunizations are required for each student. **This form must be signed, dated and have the state seal visible.**

Religious exemptions are accepted.

4



### PREVENTATIVE HEALTH FORM

This form must be completed/dated based off of **a visit that has taken place within 12 months (prior) of the first day of school.**

5



### DENTAL FORM

This form may be completed by a dentist, dental hygienist, physician, registered nurse, nurse practitioner or physician assistant.

6



### VISION FORM

**Either an optometrist or ophthalmologist must perform this exam.**

7

# DOCUMENTS

Grades: 1-12

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### REQUEST FOR RECORDS

Please complete this form, then submit a scanned copy or original. This form will be sent from Whitefield to your child's current or most recent school.

1



### TEACHER RECOMMENDATION

If possible, please have the last teacher your child had complete this form.

We love to hear from teachers!

2



### BIRTH CERTIFICATE

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If a name change has occurred, please provide supporting documentation.

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### IMMUNIZATION RECORD

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### PREVENTATIVE HEALTH FORM

This form must be completed/dated based off of **a visit that has taken place within 12 months (prior) of the first day of school.**

5



### PASTORAL REFERENCE

Upon submission of an application, a link is automatically generated and emailed to the pastoral staff member listed on your child's application.

6

# Frequently Asked Questions

## Application Info

Click [here](#) to access our Admission Standards for K-12 applicants.

### **Q: When can I apply?**

A: Open enrollment begins February 1st, for the following school year.

### **Q: Is my child automatically accepted?**

A: Applicants are not guaranteed acceptance. Our application process builds an individualized portfolio for each candidate which is then reviewed by administration.

### **Q: Do you offer services for IEPs and 504 Plans?**

A: Our Resource Department does offer services for students. We ask any applicant with an IEP or 504 to submit their service plan for review, to ensure we can provide the support needed to best serve your student. These plans may be submitted and reviewed before submitting an application.

### **Q: How long does the application process take?**

A: Timelines vary depending on a few factors: how quickly school records and pastoral references are received, when documents are submitted and the availability of applicants for both testing and interviews. The Admissions Department works diligently to move families through the process while ensuring school guidelines and state policies are followed.

### **Q: When will the assessment test be scheduled?**

A: The assessment test is scheduled **after** application documents are on file.

### **Q: What does the assessment test entail?**

A: Students entering Kindergarten will take the Kindergarten Readiness assessment. This is a one on one assessment that covers letter recognition, phonics, writing the alphabet, number recognition, counting, and visual and auditory memory. Grades 1-12 use ACSI's computer based admissions assessment that covers Math, Reading & Vocabulary. Scores are received by the school and submitted directly to the principal in your child's file.

### **Q: Does the assessment test determine if my child is accepted?**

A: A student's file is looked at collectively. Test scores are reviewed in conjunction with school records, teacher recommendations and pastoral references. The assessment test is just one piece of the bigger picture.

### **Q: When will the family interview be scheduled?**

A: Interviews are scheduled **after** a student's completed file (including application documents and test scores) has been submitted to the Principal for review. Once the review process is complete, you will be contacted by the principal's assistant for scheduling. The Admissions Department does not handle scheduling interviews.

**Q. What does the family interview involve?**

A: The family interview is a great way for you to become acquainted with our Principal, and for our Principal to get to know you too! During the interview, a student's file, including test scores, are discussed, along with school academics and expectations, ways parents can get involved and any questions you may have at this point in the process.

**Q: How do I know if my child has been accepted?**

A: You will receive a letter via email whether your **student HAS or HAS NOT been accepted.**

**Q: My child has been accepted, what's next?**

A: Acceptance letters will include instructions on how to complete enrollment. Your student's spot is officially secured once enrollment paperwork is submitted on your end and processed by the Admissions Office. Enrollment allows your child to be placed in a classroom, be assigned a schedule, process tuition agreements and receive school communication. **Enrollment is key!**

**Documents**

**REQUIRED: All forms must be on file by your child's first day of school. Outstanding forms WILL DELAY your child in starting school. Please plan appointments accordingly.**

**Q: My insurance only covers one wellness visit per year and my child's appointment is scheduled at a later time. Their form will not be valid based on the 12 months timeline, what should I do?**

A. We understand working with insurance! In this case, we ask that you **still submit** both a Preventative Healthcare Form and Immunization Record based off of the most recent wellness exam, even if that form will expire. A valid one may be submitted after an upcoming appointment. If the appointment is scheduled far in advance, please provide the Admissions Department with the pending date for school records. Records can be faxed from the Pediatrician's office to Whitefield at 502-239-3144.

**Q: Can a Sports Physical be used for the Preventative Healthcare Form?**

A. A Sports Physical and a Preventative Healthcare Form are two different documents and are not interchangeable. A Sports Physical can be printed from the Kentucky High School Athletic Association at KHSAA.org

**Q: Are religious exemptions accepted for immunizations?**

A: Yes, you may complete a religious exemption form. Please contact the Admissions Department to obtain a copy of the exemption document. Only original documents with the notary seal are accepted.

**Q: What should I look for on my immunization form?**

A: Please ensure the document is signed and the date is clearly printed in the section that states "this child is current for immunizations until \_\_\_/\_\_\_/\_\_\_". **The state seal needs to be visible on your document;** this keeps our school's health department in compliance.

**Q: Our family member is a pastor/church leader at our church, can they complete the pastoral reference form?**

A: No, family members cannot complete the pastoral reference form.

**Q: Can a pastor from a former church complete the reference?**

A: This form needs to be completed by a pastor at the church you are currently attending.