

THE ADMISSIONS PROCESS FOR CARAVEL ACADEMY (GRADES 1-12)

Admissions Office – 392-2827 Ext. 107

Thank you for your interest in Caravel Academy.

The Application Process

- A non-refundable application fee of \$40.00 is due with the application to begin the admission process. (*Checks can be made out to Caravel Academy.*)
- Applications may be mailed or dropped off at the school.
- The application process is only complete when all the following conditions have been met:
 - The application has been filled out completely and is accompanied by a *current* picture of the child and the \$40.00 application fee.
 - The child has successfully completed the testing process.
 - We have received the Student Evaluations (Grade 1) from the Preschool & Kindergarten teacher or Student Evaluations (Grades 2-12) from the current Math teacher, English teacher, and School Guidance Counselor or Administrator.
 - We have received a copy of the most recent standardized test scores, as well as a final report card from the most recent grade completed and the most recent report card from the current grade.

Testing

- Our next entrance exam is offered on Tuesday, February 16th at 3:30 p.m. for lower, middle and high school.
- Wendy Davis will call to arrange a testing date after we receive the completed application and application fee.
- A non-refundable testing fee of \$40.00 is due at the time of testing. (*Checks can be made payable to Caravel Academy.*)
- (Grades 1-4) Parents and students should report to the Lower School Library for testing.
- (Grades 5-12) Parents and students should report to the Main Office. The test takes approximately 2 hours. There is a reading comprehension, math, and writing component.

Application Review

- Once we have received your application, report cards, standardized test scores, teacher evaluations, and you have taken the Caravel Entrance Exam, your application will be considered for admission.
- We generally have an idea of how many openings we will have for the following school year in March. At this time, our Admission Committee will meet and evaluate all applicants.
- Results of the Admissions Committee review are released in March or April.

Notice to Applicants

- If the Admissions Committee determines that your child is eligible for admission, and space is available, parents will receive an acceptance letter with contracts for a seat. The child's seat is reserved only when the contracts are returned signed with a \$400 deposit per child.
- In some cases, students are asked to remain on the waiting list until a seat becomes available. A \$400 deposit per child is required to maintain waiting list status. When seats become available we will inform you immediately by telephone. If you decide to enroll, we will then – and only then deposit your check. The amount of time required for an opening to occur varies from weeks to months or longer. We make every effort to accommodate you and your child as quickly as possible.
- Applicants who are not considered eligible for admission by the Admissions Committee will receive a letter stating the decision.

