

**Step 1: Information Meeting**

Attend an Information Meeting.

**Step 2: Complete an Application**

- ❑ The student application can be found online at [www.wpacademy.org](http://www.wpacademy.org).  
A **\$90.00**, non-refundable application fee per student must be submitted with the online application. The application is not considered complete and cannot be processed without the application fee.

**Step 3: Required Documentation**

All documents must be turned in to the Admission Coordinator along with the completed online application in order to proceed to the Deans Interview (Step 5) and subsequent steps. Because classes fill up quickly, a completed student file is of the utmost importance in transitioning your student through the enrollment process.

- ❑ **Copy of Birth Certificate**  
**Kindergarten** applicants must be five (5) years of age on or before September 1<sup>st</sup> for acceptance into the Kindergarten program.
- ❑ **Copy of Academic Testing & Report Cards**  
A copy of all academic testing and report cards from previous and/or present school(s) must be submitted.
- ❑ **Copy of Health Immunization Record**  
A copy of health immunization records must be submitted as required by state law.
- ❑ **Copy of Insurance Card**
- ❑ **Record Release and Principal & Teacher Recommendation Forms Returned** (online)
- ❑ **Tentative Registration Forms** (attached)
- ❑ **Pastoral Reference** (attached)

**Step 4: Placement Testing**

Placement testing will be completed prior to enrollment and will help determine the student's readiness for the grade level and ability to meet the academic expectations of the program. This placement testing is for 3<sup>rd</sup> – 12<sup>th</sup> grade. Current standardized test scores (Stanford Achievement or Iowa Basic – less than one year old) may be submitted in lieu of WPA's placement testing. A testing time is scheduled by the Admissions Coordinator upon receipt of the completed application and fee. WPA will be using a Standardized Test in language arts and a WPA grade level math exam, in addition to requiring a pre-determined, grade-level appropriate written essay. WPA will also use an in-house assessment test to determine the student's readiness for K5-2<sup>nd</sup> grades.

The Testing Fee is **\$50.00** for 3<sup>rd</sup>-12<sup>th</sup> grades and **\$25.00** for K5- 2<sup>nd</sup> grades.

**Step 5: Academic Dean Meeting**

A meeting with the Academic Dean will be scheduled to discuss the placement/assessment testing results, grade placement, class selection and graduation requirements. This meeting will not be set until the student file is complete.

**Step 6: Admission Family Interview**

A Family Interview will be scheduled with the parents and prospective student(s) when steps 1-5 have been completed. This will be a thirty-minute interview with a board member and/or an admission committee representative. A second interview time may also be necessary.

**Step 7: Acceptance Letter**

Once the above steps have been met, a letter of the acceptance status is e-mailed to the family. Following notification of acceptance, the family has two weeks in which to respond by enrolling in classes. The applicant is considered enrolled when classes have been chosen with the school and the tuition registration deposit is submitted to the academy. If the family does not respond within the time allowed, your spot in the class will be opened up to the next available applicant.