

Glen Iris Baptist School
1137 Tenth Place South
Birmingham, AL 35205

PROCEDURES FOR ENROLLMENT

- ✓ **Application Packet:** An application packet may be obtained from the school office at any time.
- ✓ **Application Form:** The application should be filled out in its entirety (including the student's full name, address complete with zip code, and all other information that is requested; note especially the back of the application). The application must be signed.
- ✓ **Reference Forms:** Reference forms must be completed by the appropriate people (i.e., church, previous school, family, friend, or neighbor). **This information must be sent to the office by the person completing the forms.** Along with the application, submit a copy of the most recent report card and Achievement Test results.
- ✓ **Review:** A completed application, 3 reference forms, and latest report card (if applicable) must be mailed to the school office. The administrator will review this information and the testing coordinator will contact the parent(s)/legal guardian(s) in order to schedule a date for testing.
- ✓ **Testing:** Each prospective student must be tested. This will be arranged after all the paperwork has been received in the office. The testing fee is \$40.00 and must be paid on the day of testing. A student may not be re-tested.
- ✓ **Acceptance:** **Notification of acceptance/rejection will be sent by mail only. Do not inquire by telephone.** An interview will be set up for each parent and student that is accepted.
- ✓ **Registration Fee:** The registration fee should be paid when the student is admitted. The fee is non-refundable. **DO NOT SEND THIS IN WITH YOUR APPLICATION AND REFERENCE FORMS.**
- ✓ **Parents' Pledge:** Parents must sign a copy of the Parents' Pledge of Acceptance as found in the Parent-Student Handbook before a student is considered enrolled.