



# Island Pacific Academy

## Admission Application Instructions

Island Pacific Academy welcomes you as a candidate for admission. We encourage you to refer to the instructions below as a way to simplify the admission process. Please do not hesitate to call the Admission Office if you have questions.

### *All Applicants*

#### **Application Fee**

Please return the completed *Application for Admission*, the non-refundable **\$65 application fee**, a copy of the applicant's birth certificate, and a recent photograph of the applicant to the Admission Office.

#### **Tour**

We encourage all prospective families and students to become familiar with Island Pacific Academy. We invite you to contact the **Admission Office at 674-3563 to arrange a tour** while school is in session. In addition, families may find it helpful to attend an Open House, to visit the school's website at **www.islandpacificacademy.com**, and to read through the school's literature to become better acquainted with IPA.

#### **Application Submission Timeline**

The application deadline for priority consideration is **January 31**. Parents are encouraged to submit applications as soon as possible so that we may schedule applicants for one of the admission assessment dates held in January and February. Applications must be complete with all of the required supporting documents by **February 15** to be considered for the first round of priority admission decisions. Applications received after this date will be considered as long as vacancies exist.

### *Applicants to Pre-Kindergarten and Kindergarten*

#### **Age Requirements**

- Pre-Kindergarten applicants must be **4 years old** by June 30 (boys) or August 31 (girls).
- Kindergarten applicants must be **5 years old** by June 30 (boys) or August 31 (girls).

#### **Teacher Reference Report and Progress Report**

Parents should complete the parents' portion of the *Teacher Reference Report* and then give the form to your child's current pre-school teacher. The teacher should send the completed form directly to the Admission Office by February 1. Parents may also submit a copy of your child's pre-school progress report, if available. *If your child is not currently enrolled in a pre-school program, these items are not required.*

#### **Assessment**

Applicants to Pre-Kindergarten and Kindergarten will be scheduled to attend an admission assessment. The main focus of the assessment is to evaluate a child's developmental maturity and school readiness for IPA's program.

### *Applicants to Grades 1 - 5*

#### **Academic Records**

Please send copies of your child's following academic records to the Admission Office by February 15. Parents may submit personal copies of the academic records indicated below, or give the *Consent for Release of Information* form to your child's **current school** to request that copies of these records be sent to the Admission Office at IPA.

- A copy of the previous year's final report card, including teacher's comments, and a copy of the first semester report card for the current school year.
- Copies of the most recent standardized test scores.

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# *Admission Application Instructions*

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## *Applicants to Grades 1 - 5* (Continued)

### **Teacher Reference Report**

Parents should complete the parents' portion of the *Teacher Reference Report* and then give the form to your child's current teacher. The teacher should send the completed form directly to the Admission Office by February 1.

### **Testing**

Applicants to Grades 1 – 5 will be scheduled to complete admission entrance testing at IPA.

## *Applicants to Grades 6 - 12*

### **Student Questionnaire and Student Interview**

Students applying to Grades 6 – 12 must complete the Student Questionnaire. Applicants will be scheduled for a personal interview with a member of the Admission Committee.

### **Academic Records**

Please send copies of your child's academic records to the Admission Office by February 15. Parents may submit personal copies of the academic records indicated below, or give the *Consent for Release of Information* form to your child's **current school** to request that copies of these academic records be sent to the Admission Office at IPA.

- A copy of the previous year's final report card, including teacher's comments, and a copy of the first semester report card for the current school year.
- Copies of the most recent standardized test scores.

### **Teacher Reference Reports**

- *Applicants to Grades 6– 8*  
Parents should complete the parents' portion of the *Teacher Reference Reports* and then distribute the forms to your child's current mathematics and English teachers. The References should be sent directly to the Admission Office by those completing the forms by February 1. If your child has only one teacher, give the second form to your child's previous year's teacher, or to a teacher of another academic subject, coach, or activity coordinator.
- *Applicants to Grades 9– 12*  
Parents should complete the parents' portion of the *Teacher Reference Reports* and then distribute the forms to your child's current mathematics and English teachers. Please give a third *Teacher Reference Report* to the teacher of an additional academic subject, coach, or activity coordinator. The References should be sent directly to the Admission Office by those completing the forms by February 1.

### **Testing**

Applicants to Grades 6 – 12 will be scheduled to complete admission entrance testing at IPA. Please note, SSAT test results can be substituted for part of the IPA admission entrance testing if the applicant is registered to take the SSAT for admission to another private school. Applicants taking the SSAT may be required to complete some portions of the IPA admission test.