



Radford School

Application Checklist



The following items must be completed in order for an application to be considered complete:

Application for Admission

Student Project and Writing Sample (Grades 2 through 12)

Parent's Statement

Student Transcript or School Report Card

Teacher Recommendation Forms – mailed direct from teachers (Grades 1 through 12)

Immunization Record

Birth Certificate

Student Discipline Record

If you have any questions or concerns while completing this packet, please do not hesitate to contact the school office at (915) 565-2737 or Fax (915) 565-2730.

All materials should be sent to:

**Admissions Committee
Radford School
2001 Radford Street
El Paso, Texas 79903**



Radford School

Application Procedures

All of the following items will need to be received by the Admissions Office along with the required application fee of \$50.00 (non-refundable) before an application will be considered ready to review.

Application for Admission – Required of all applicants

Student Project and Writing Sample – To be completed in the student's own handwriting on the form provided for students in grades 2nd through 12th.

Parent's Statement – To be completed by the parents or guardians, providing perspectives on their son or daughter.

Student Transcript or School Report Card – Request for transcript forms need to be given to the student's current school principal, school head, or guidance counselor with postage on the provided envelope. This information must be received by mail directly from the issuing institution. *All students applying for grades 2nd through 12th must provide transcripts that include all courses and grades for the prior two years. *Readiness testing will stand in place of Student Transcripts information in grades Pre- K 3 through K.*

Teacher Recommendations – Teacher recommendations are required for students in grades 2nd through 12th. For students applying for grades 1st through 7th one recommendation is required of the homeroom teacher and another is to be submitted by a teacher of their choice. Students applying for grades 8th through 12th must submit three recommendations, one each from their current math and English teachers and one from a current teacher of their choice. These forms must be received in the mail directly from the teacher(s).

Immunization Record – An immunization record showing all vaccinations must be on file for all applicants.

Birth Certificate – A copy of the birth certificate is required of all applicants.

In addition to the above forms and documents, the following activities will also be necessary as part of the admissions process.

Campus Tour – Families are encouraged to schedule a visit to Radford School either prior to or shortly after submitting an application for admission. Arranging your on-campus tour during the time that school is in session allows your child an opportunity to attend and observe classes.

Readiness Testing (Pre-K 3 through K) – Students requesting admission to the Pre-Kinder 3 program, Pre-Kinder 4 program or the Kindergarten program will need to complete readiness testing in order to determine acceptance and appropriate placement. An appointment for testing may be made by contacting the school office.

Entrance Testing – Students in grades 1st through 12th will complete both a reading and a math screening as a part of the application process. Testing is provided at Radford School. You may make an appointment for testing by contacting the school office.

***Registration Fee** – Please note, in order for a student to be placed on our roster, a \$1,600.00 (non refundable) registration fee is required, once a student is accepted.

If you have any questions or if you require further information, please do not hesitate to contact the school office at (915) 565-2737.



Radford School
Application for Admission



Please submit this application, along with all supporting documents and forms required, to Radford School, 2001 Radford Street, El Paso, Texas 79903.

Student's Full Legal Name: _____ *Last* *First* *M.I.* **Grade:** _____

Address: _____ *Number* *Street* *Apt#*

City: _____ **State:** _____ **Zip Code:** _____ **Country:** _____

Home Phone: (____) _____ *(please include full number)* **Gender:** _____ **Birthdate:** _____ *Month/Day/Year*

Age: _____ **SSN:** _____ - _____ - _____ **Candidate for Grade:** _____

Name of Father/Guardian:

Name of Mother/Guardian:

Last *First* *M.I.*

Address: _____

Last *First* *M.I.*

Address: _____

Number *Street* *Apt#*

Number *Street* *Apt#*

City: _____ **State:** _____ **Zip Code:** _____

City: _____ **State:** _____ **Zip Code:** _____

Country: _____

Country: _____

Cell Number: (____) _____ *(please include full number)*

Cell Number: (____) _____ *(please include full number)*

Occupation: _____

Occupation: _____

Degrees: _____

Degrees: (____)

College Attended: _____

College Attended: _____

Email: _____

Email: _____

Student lives with: _____ **Both Parents** _____ **Mother** _____

Father

_____ **Other (Explain)** _____

Information and grade reports should be mailed to the following:

Both Parents Mother Father

Address and Name if Other: _____
Name _____ *Address* _____

City: _____ State: _____ Zip Code: _____ Country: _____

1. Emergency Contact: _____ Emergency Phone No. (_____
(please include full number))

2. Emergency Contact: _____ Emergency Phone No. (_____
(please include full number))

Current School: _____ Years Attended: _____

School Address: _____
Number _____ *Street* _____

City: _____ State: _____ Zip Code: _____ Country: _____

Phone No: (_____) _____ Fax No: (_____) _____ Email: _____

The above school is: _____ Public _____ Private _____ Parochial _____

Name and locations of other schools attended in the last 2 years:

_____ *Name/Location* _____ Dates: _____ / _____

_____ *Name/Location* _____ Dates: _____ / _____

Please list other children in your family:

| Name | Birthdate | Age | School |
|------|-----------|-----|--------|
| | | | |
| | | | |
| | | | |
| | | | |

Friends and relatives who have attended Radford School: _____

How did you hear about Radford School? _____



Radford School

Student Project Grades 2 - 6



Applicant's Name _____ Applying for Grade _____

Parents, as much as possible, allow your child to complete this form independently. You may assist by reading the questions and discussing the writing topics if necessary. At the end of this application, your child will be asked for a writing sample. The admissions' committee, however, is interested in learning more about them as a person. Please take a few minutes to answer the following questions:

Radford School believes that each person has special talents or gifts. What are some of your special attributes?

Think of the kind of plant you would like to be if you could magically change yourself. Draw that plant below and title your drawing.

Of the books which you have read, which is your all-time favorite and why?

Please describe one enjoyable aspect of your home and tell why it is special to you.

If you had the choice of going to the mountains or to the lake with your family, which one would you choose? Draw your answer below.



Radford School

Writing Sample Grades 6



Prompt: Parents, please discuss the prompts below with your child and have them write about one of them in their own handwriting.

- 1) What is stronger, a rule or a promise.**
- 2) If you could write to any famous person from history, who would it be and what would you say?**
- 3) How might the world be different if Abraham Lincoln had never lived.**

Use the prewriting section of this form to organize your thoughts before writing this essay (1 page or less).

Prewriting:

Short Essay



Radford School

Parent/Guardian Statement

Applicant's Name: _____

Applying for Grade:

Name of Parent(s) or Guardian(s) completing this form:

Radford School believes that parents are the first and foremost educators of their children. Even as their children enter formal schooling, the role that parents play is crucial. Please assist us in this application process by helping us learn more about your child. Please write a statement that provides us with an accurate sense of your son or daughter. What should we know about him or her? What are his or her academic, personal, and extracurricular strengths and weaknesses? What are your expectations for your child in the school years to come? What are your expectations as parents/guardians for Radford School? You may write or type on either side of this sheet or you may attach a separate page.

Has your child ever received or been referred for special services, counseling and/or testing by any of his/her previous schools? (i.e. for gifted and talented, honors programs, remedial tutoring, behavioral, counseling, etc.)

Yes No

If yes, please explain:

Has your child ever received disciplinary sanctions from the administration of any previous school?

Yes No

If yes, please explain:

I, as parent or guardian of the child applying, certify that the information submitted with this packet is complete and correct to the best of my knowledge. If my child's application is accepted, he/she agrees to abide by the policies and procedures of the school as stated in the student handbook. I authorize Radford School to verify any information contained in this application packet. I further understand that information contained herein will be used in determining the acceptance of my child and that submission of false information is grounds for rejection of the application, withdrawal of an offer of acceptance, or cancellation of enrollment. I also understand that all fees and/or tuition paid are non-refundable.

Name of Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date



Radford School
Confidential Teacher Evaluation Form
Lower School
Grades 2 - 5



The student named below is a candidate for admission at Radford School. Information which does not appear on test scores or school records is helpful in enabling us to evaluate the candidate. Your input as to the student's needs and abilities will aid us in our admission decision. We will treat this information as confidential. Thank you for taking the time to help us in this matter. Please return this form to: Principal, Radford School, 2001 Radford Street, El Paso, Texas 79903.

Last Name _____ *First Name* _____ *M.I.* _____ is an applicant for grade: _____ in school year: _____

| Subject Performance | Below Average | Average | Above Average |
|-----------------------------------|----------------------|----------------|----------------------|
| Handwriting | | | |
| Reading | | | |
| Language Arts | | | |
| Spelling | | | |
| Mathematics | | | |
| Social Studies | | | |
| Science | | | |
| Computer Skills | | | |
| Art | | | |
| Physical Education | | | |
| Foreign Language (list language): | | | |

| Personal Qualities | Below Average | Average | Above Average |
|---------------------------|----------------------|----------------|----------------------|
| Well Organized | | | |
| Cheerful | | | |
| Concerned for others | | | |
| Emotionally stable | | | |
| Polite | | | |
| Curious | | | |
| Accepts leadership | | | |
| Shares with others | | | |
| Listens to directions | | | |
| Dresses neatly | | | |
| Truthful | | | |
| Loyal to friends | | | |
| Completes work | | | |
| Appreciates humor | | | |
| Self-confident | | | |
| Respects adults | | | |

Additional Comments:

1. How long have you known the applicant? _____
2. How many years has this student attended your school? _____
3. In what grade(s) have you taught the applicant? _____
4. Please describe the student's ability to write and speak English.

5. Please describe any unusual accomplishments or personal circumstances of which we should be aware in order to know this student well?

6. We strongly encourage you to add any information that will allow us to assess this applicant's candidacy as fairly as possible. Your general perspective or impression of the student is very helpful in the admissions process. Please feel free to attach a separate letter.

Recommendation Summary

Highly Recommended Recommended
 Recommended with reservation Not recommended

If recommended with reservation or not recommended, please explain why:

Name: _____ Title: _____

School Name: _____

School Address :
(if not in El Paso) _____

Signature: _____ Date: _____

Thank you for your help in the evaluation of this candidate.