



## APPLICATION CHECKLIST

- ☐ Schedule a School Tour
- ☐ Attend an Open House
- ☐ Online Application - Complete and submit the online application form along with the application fee of \$75 to Holy Trinity School.
- ☐ Optional - Complete the FACTS Financial Assistance Application ([www.htrinity.org/admissions](http://www.htrinity.org/admissions)). Students entering Kindergarten – Grade 8 are eligible for financial assistance.
- ☐ Submit the following electronically when the online application is submitted. Parents may also email, [kwomack@htrinity.org](mailto:kwomack@htrinity.org) or mail to Holy Trinity An Episcopal School, Admissions.
  - Birth Certificate
  - Small, Recent Photo
  - Most Current Immunization Record and Health Inventory

- ☐ Additional required forms prior to screening or testing

### **For Applicants to Discovery, Explorer or Kindergarten**

- Print the **Transcript and Recommendation Release Form** and the confidential **Teacher Recommendation Form**. Give both forms to your child's current teacher/school along with Holy Trinity's email address, [kwomack@htrinity.org](mailto:kwomack@htrinity.org) or a stamped envelope addressed to the Director of Admissions at Holy Trinity School.
- Submit copies of student's Preschool progress reports

### **For Applicants to Grades 1**

- Print the **Transcript and Recommendation Release Form** and the confidential **Teacher Recommendation Form** for students entering Grade 1. Give both forms to your child's current teacher/school along with Holy Trinity's email address, [kwomack@htrinity.org](mailto:kwomack@htrinity.org) or a stamped envelope addressed to the Director of Admissions at Holy Trinity School.
- Submit copies of student's Preschool and Kindergarten progress reports

### **For Applicants to Grades 2-7**

- Print the **Transcript and Recommendation Release Form** and the confidential **Teacher Recommendation Form** for students entering Grades 2-7. Give both forms to your child's current teacher/school along with Holy Trinity's email address, [kwomack@htrinity.org](mailto:kwomack@htrinity.org) or a stamped envelope addressed to the Director of Admissions at Holy Trinity School.
- Submit copies of student's current report cards, current standardized test scores, if applicable, and student's report cards and standardized test scores from the previous two (2) years.

**NOTE: ALL APPLICATION MATERIALS INCLUDING ACADEMIC RECORDS, PROGRESS REPORT/REPORT CARDS, TEACHER COMMENTS, STANDARDIZED TEST SCORES, AND HEALTH FORMS MUST BE SUBMITTED IN ORDER TO BE CONSIDERED FOR ADMISSION.**