ONLINE ADMISSIONS SOFTWARE

Thank you for your interest in Escuela Americana!

You may use this online form to submit admissions documents. A complete list of the required documentation is listed in our website. Please check this list BEFORE you begin your application.

This online form will also allow you to request recommendations from teachers, and introduction letters from a current Escuela Americana family. You will need to provide the teacher's email and parent's email addresses.

If you DO NOT have the documents or email addresses at this time, please use the "SAVE AND REVISIT LATER" button. The information that you have already entered will be saved, and you will be able to log in afterwards with your email and password.

Now, let's complete an application.

1. **Inquiries**
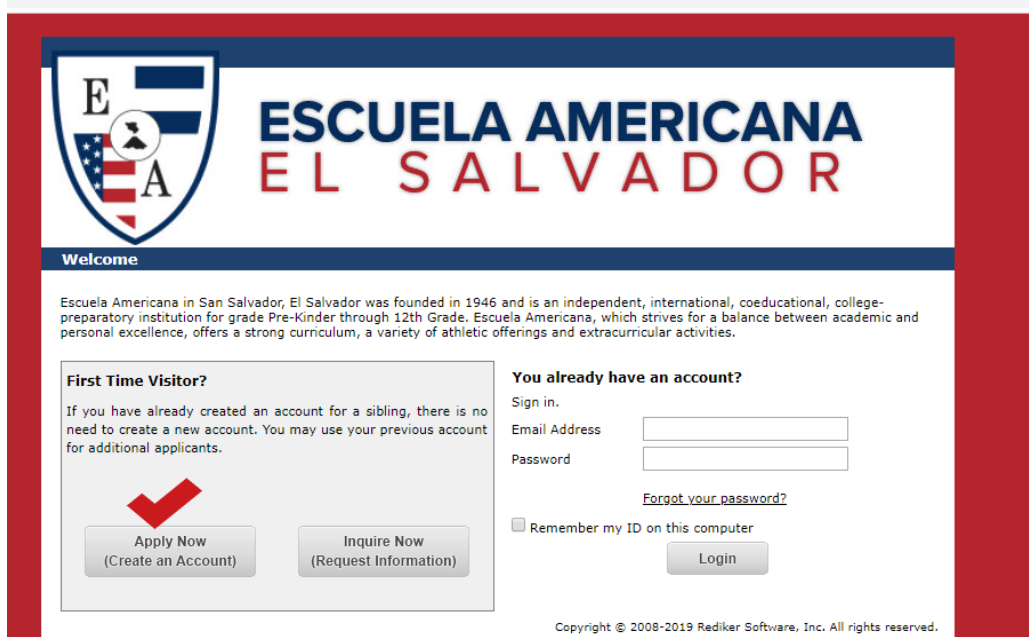   Start in our website: www.amschool.edu.sv
   Go to ADMISSIONS, and click on Step 1: **Inquire**
   If you wish to inquire, schedule a tour, or receive information about our school, click on the "Inquire Now" button. You DON'T need to create an account to send an inquiry.

2. **Online Admissions Application**
   Go to ADMISSIONS, and click on Step 3: **Apply**
   To begin an Application process, please click on the **"Apply Now"** button on the left to create your account.
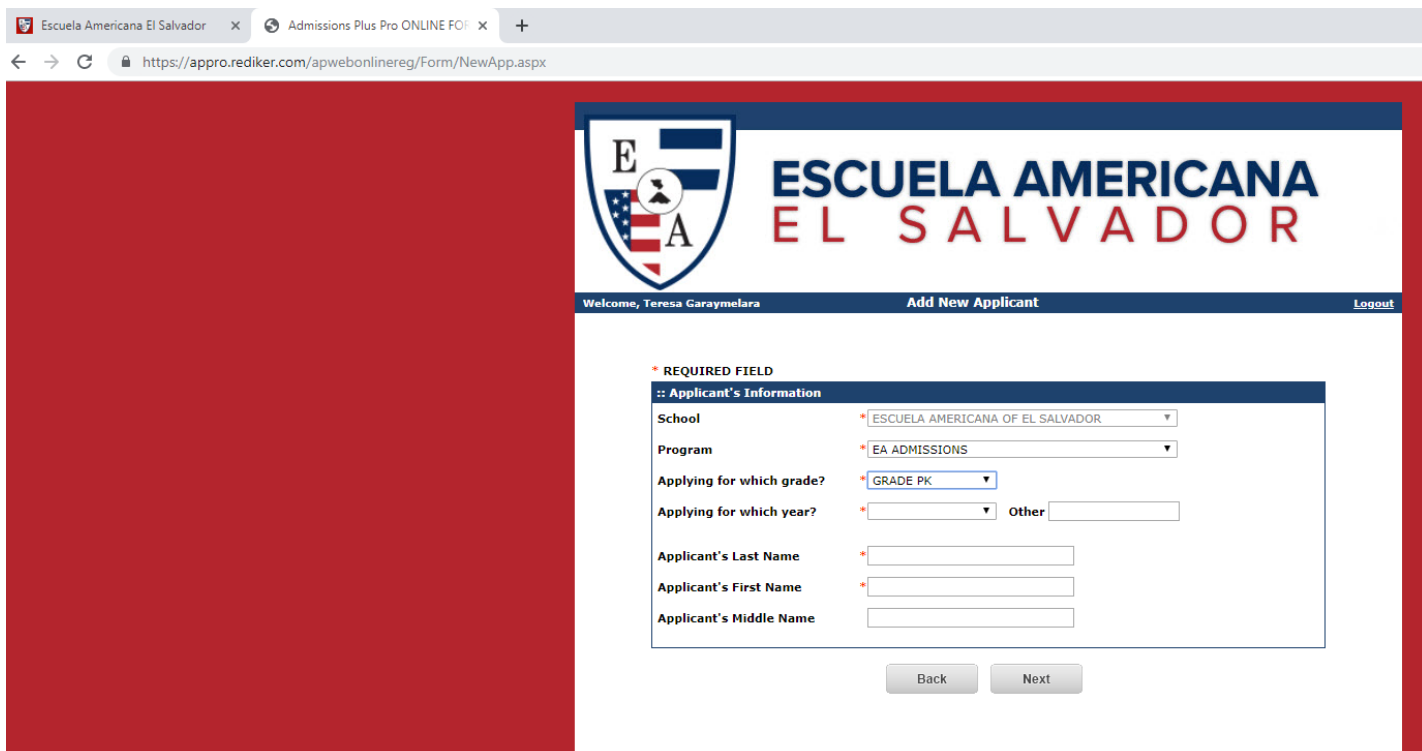

You will be asked to provide:
Your name, your email address, and a password (6 characters minimum)

Once your account has been created, you will be asked to provide initial information about the future student. Fields marked with an asterisk are mandatory.

Grade and school year for which he/she will be applying to
The student's first name, last name, and middle name.

Good job! As you continue completing the form, pay special attention to the buttons at the end of the page:

- Use NEXT to move to the following sections, or to continue viewing our form.
- Use SAVE AND REVISIT LATER if you need to gather information or documents, and access your account at a later time.
- Use UNDO PAGE if you notice you have entered wrong information.
- Use SUBMIT when you have completed the application, or uploaded most of the documents. Remember that you may also send documents as attachments to our email: admissions@amschool.edu.sv

And, feel free to zoom in your screen.

3. Student information

On this screen, please provide the information requested about the applicant (future student).

Fields marked with an asterisk are mandatory.

If a question does not apply to your family (i.e. Zip Code, other nationality, etc.) leave it blank.

If you do not have a home phone number, please type the mobile number of the parent completing the application.

Click on "NEXT" to continue

Form: **Application for Admission**   Applicant:

| Student Info | Parent/Guardian | Siblings | Documents | Recommendations | Family Intro |

Student Information

Please complete all information regarding the applicant/Por favor complete toda la información del aplicante

Student Information
Please complete the following information/Por favor complete la siguiente información

Max. 50 characters

*Student´s Name (as in Birth Certificate)/Nombre segun Partida de Nacimiento:	
*Address/Dirección casa:	
*City/Ciudad:	
State/Departamento/Provincia:	
Zip Code:	
*Home phone/Teléfono casa:	
*Gender/Género:	
*Date of Birth/Fecha de nacimiento (MM-DD-YYYY)	MMM ▼ DD ▼ YYYY ▼
*What School Year is this student applying for?/Para que año escolar está aplicando el alumno(a)?	▼
Place of Birth/Lugar de Nacimiento:	
*Primary Nationality/Nacionalidad Principal:	
Other Nationalities/Otras Nacionalidades:	
Previous school attended/ Prekinder o escuela adonde estudia actualmente?	

Back | Undo Page | Print | Save and Revisit Later | Submit | Next

4. **Parent/guardian information**
   Select the relationship from the drop down menu.
   If the option that describes your relationship to the student is not listed, please type it in the box next to "Other"
   After completing your information, please scroll back to the top of the screen and click "ADD CONTACT". Your information will be recorded, and a second information box will appear. Use this second box to type the information of the other parent/guardian.
   If you need to list more than two guardians, click "ADD ANOTHER" again, and type the relationship of the additional guardian.

Student Info	Parent/Guardian	Siblings	Documents	Recommendations	Family Intro

Parent/Guardian Information

Parent/Guardian Information
After completing information for one parent, please click on add contact button to provide data for second parent/guardian, if applicable/Despues de completar la información de un padre,haga click en ¨Add Another¨y complete la información del segundo padre

Relationship: [Select Relationship ▼]   Other: [   ]   [Add Contact]   [Clear]

*First Name/Primer Nombre:	
Middle Name/Segundo Nombre:	
*Last Name/Apellidos:	
Suffix:	
*Home Address/Dirección Casa:	
*City/Ciudad:	
State/Departamento:	
ZIP:	
*Primary Phone/Teléfono Principal:	
*Cell Phone/Celular:	
Office Phone/Teléfono Oficina:	
Office Phone Ext.	
*Primary E-Mail Address/Correo electrónico Principal:	
Other E-Mail Address/Otro correo electrónico:	
*Nationality/Nacionalidad:	
*Occupation/Ocupación:	
Employed by/Lugar de Trabajo:	
*Passport/DUI number:	
NIT number (if applicable)	
*Did Parent graduate from EA?/ Se graduó el padre de Escuela Americana?	
If EA Alumn, state year of graduation/ Si se graduó, año de graduación:	

Financial Responsibility
Enter the name of the person who will assume financial responsibility for this applicant/Nombre de la persona que será responsable de pago
Max. 50 characters

*Person financially responsible:	

If you did not list all contacts, please revisit the section above and click the "ADD CONTACT" button to list additional parents/guardians/ Si no ha completado la información de ambos padres, favor revise la sección de arriba y haga click en el botón ¨ADD ANOTHER¨ para adicionar otro padre de familia/responsable.

[Back] [Undo Page] [Print] [Save and Revisit Later] [Submit] [Next]

5. Siblings

Please help us know more about your family. Simply answer the questions regarding the student's brothers or sisters.

6. Documents

In this section you will be able to upload the documents required as part of the admissions process. PDF format is preferred.

Please note that the file size limit is 2MB per document. If you are not sure of the sizes, you may use an online tool to reduce the size of your files

However, if you are unable to upload the files, or do not have them readily available at this time, you may choose one of the following:

a) SAVE AND REVISIT LATER. You may log in afterwards and upload the documents.
b) Continue to the next section. Documents may be brought to Escuela Americana, or sent as attachments to: admissions@amschool.edu.sv

Student Info	Parent/Guardian	Siblings	**Documents**	Recommendations	Family Intro

Documents

You will be able to upload documents (preferably in PDF form) here. Please note that the file size limit is 2MB per document. DO NOT click the submit button unless you have uploaded the documents. If you are unable to upload them, please bring them to our office, or send them to: admissions@amschool.edu.sv /Podrá cargar documentos (preferiblemente en formato PDF) aquí. Cada archivo debe pesar menos de 2MB. NO haga click en "submit" sin haber cargado los documentos solicitados. Si tiene dificultad para cargar dichos documentos, puede traerlos a nuestras oficinas, o enviarlos a: admissions@amschool.edu.sv

Documents	
Photo of the Applicant/Foto del alumno:	Choose File No file chosen
Birth Certificate (original must be presented upon enrollment)/Partida de nacimiento (tendrá que presentarse el original para inscribir)	Choose File No file chosen
Copy of Official Transcript (original copy must be received from previous school for High School applicants)/Reporte Oficial de notas (original deberá ser enviado por la oficina de la escuela de donde viene para alumnos de Secundaria)	Choose File No file chosen
Copy of Report Card/ Copia Reporte de Notas:	Choose File No file chosen
Immunization Records/Records de Vacunas:	Choose File No file chosen
Letter of Good Health issued by the Applicant´s pediatrician/Carta de Buena Salud emitida por el pediatra del Aplicante:	Choose File No file chosen
Eye Exam/Evaluación de Ojos:	Choose File No file chosen
Hearing Exam/Evaluación Auditiva:	Choose File No file chosen
Statement of Understanding Form signed by both parents/ Acuerdo de Aceptación, firmada por ambos padres:	Choose File No file chosen
Brief Medical History Form signed by both parents/ Formulario Historial Médico firmado por ambos padres:	Choose File No file chosen
Financial Standing Form completed by previous school/ Formulario Solvencia Financiera completado por el colegio anterior:	Choose File No file chosen
Copy of Mother´s ID/ Copias de DUI Madre:	Choose File No file chosen
Copy of Mother´s NIT/Copia NIT Madre:	Choose File No file chosen
Copy of Father´s ID/Copia DUI Padre:	Choose File No file chosen
Copy of Father´s NIT/Copia de NIT padre:	Choose File No file chosen
Getting to Know your Client form must be completed by the person who will be financially responsible for the student´s tuition, including a required photo/ Formulario Conoce a tu Cliente completado por la persona que será responsable de pago, incluir foto:	Choose File No file chosen
Standarized Test Scores, if any/ Resultados de evaluaciones estandarizadas:	Choose File No file chosen
MINED Certificate, applies to Salvadoran families/ Certificados Ministerio de Educación:	Choose File No file chosen

Make sure to have uploaded the documents before you hit "Submit". Choose "Save and Revisit Later" if you don't have all documents ready./ Asegúrese de haber cargado los documentos antes de hacer click en "Submit". Utilice la opción de "Save and Revisit Later" si no cuenta con todos los documentos, y desea completarlos después.

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7. Teacher Recommendations

In this section, you will be able to send the recommendation form directly to your son/daughter's teacher.

Notice that your email address, as well as a default email subject, message, and acknowledgement are already included in the recommendation form box.

If you want to, YOU CAN CHANGE AND TYPE a new subject, message and acknowledgement to better explain your request to the teacher.

- For students applying to grades Pre-Kinder to 1st: use only the first recommendation form box named: "Pre-kinder-1st Teacher Recommendation".
  Type the name of the teacher and his/her email address on the corresponding fields.
  If you want to, type a personalized subject and message, and then click "SEND EMAIL".
  If you do not have the teacher's email address at this time, click "SAVE AND REVISIT LATER"

Form: **Application for Admission**   Applicant: **Jon Snow**

| Student Info | Parent/Guardian | Siblings | Documents | Recommendations | Family Intro |

Recommendations

Please type the name and email address of a current teacher. He/she will receive the form to be completed. If your child is applying for grades Pre-Kinder to 1st, use only the first recommendation form. If your child is applying for grades 2nd-12th, please use the bottom two formats. Por favor escriba el nombre y correo de un maestro(a). Él/ella recibirá el formulario para poder completarlo. Si su hijo(a) está aplicando a grados de Pre-Kinder -1º. por favor utilice el primer cuadro de recomendación del profesor. Si su hijo(a) está aplicando a los grados de 2º-12º, por favor utilice los últimos dos cuadros.

Teacher Recommendation Form:	PK-1st grade Teacher Recommendation Form
From E-Mail Address: (Max. 50 characters)	*********@hotmail.com
Teacher's Name: (Max. 50 characters)	M.......H....
Teacher's E-Mail Address: (Max. 50 characters)	****************@amschool.edu.sv
Subject: (Max. 100 characters)	PK-1st grade Teacher Recommendation Form/Formulario de Recomendaciór
Message: (Max. 1000 characters)	Dear Teacher: We are applying for admission to Escuela Americana. Please click on the link and complete a recommendation form for my child: (name of your child goes here). Estimado(a) Profesor(a): Estamos aplicando para admisión a la Escuela Americana, por favor haga click en el link que aparece debajo para
Acknowledgement: (Max. 500 characters)	Thank you! /¡Muchas gracias!

The e-mail has not been sent./El correo no ha sido enviado.

The recommendation form has not been submitted by the teacher./El maestro(a) aún no ha llenado el formulario.   Send E-Mail

- For students applying to grades 2-12: use the <u>two</u> recommendation forms featured below, named: "Grades 2-12 Teacher Recommendation #1 and #2".
  Type the name of the teachers and their email addresses on the corresponding fields.
  If you want to, type a personalized subject and message on each box, and then click "SEND EMAIL".
  If you do not have the email addresses for the teachers at this time, click "SAVE AND REVISIT LATER"

Grades 2-12 Teacher Recommendation #1:	Grades 2-12 Teacher Recommendation #1
From E-Mail Address: (Max. 50 characters)	*******@gmail.com
Teacher's Name: (Max. 50 characters)	Teacher's Name/Ingrese el nombre del maestro(a)
Teacher's E-Mail Address: (Max. 50 characters)	Teacher's E-Mail/Ingrese el email del maestro(a)
Subject: (Max. 100 characters)	2nd-12th grade Teacher Recommendation Form/Formulario de Recomendaci
Message: (Max. 1000 characters)	Please click on the link and complete a recommendation form for my child: (name of your child goes here). Estimado(a) Profesor(a): Estamos aplicando para admisión a la Escuela Americana, por favor haga click en el link que aparece debajo para completar una recomendación para mi hijo(a): _____
Acknowledgement: (Max. 500 characters)	Thank you! /¡Muchas gracias!
The e-mail has not been sent./El correo no ha sido enviado. The recommendation form has not been submitted by the teacher./El maestro(a) aún no ha llenado el formulario.	Send E-Mail

Grades 2-12 Teacher Recommendation #2:	Grades 2-12 Teacher Recommendation #2
From E-Mail Address: (Max. 50 characters)	****@gmail.com
Teacher's Name: (Max. 50 characters)	Teacher's Name/Ingrese el nombre del maestro(a)
Teacher's E-Mail Address: (Max. 50 characters)	Teacher's E-Mail/Ingrese el email del maestro(a)
Subject: (Max. 100 characters)	2nd-12th grade Teacher Recommendation Form/Formulario de Recomendaci
Message: (Max. 1000 characters)	Dear Teacher: We are applying for admission to Escuela Americana. Please click on the link and complete a recommendation form for my child: (name of your child goes here). Estimado(a) Profesor(a): Estamos aplicando para admisión a la Escuela Americana, por favor haga click en el link que aparece debajo para
Acknowledgement: (Max. 500 characters)	Thank you! /¡Muchas gracias!
The e-mail has not been sent./El correo no ha sido enviado. The recommendation form has not been submitted by the teacher./El maestro(a) aún no ha llenado el formulario.	Send E-Mail

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8. **Family Intro**
   This section applies only to New Families.
   You are considered a New Family if you do not have children currently attending Escuela Americana.
   Notice that your email address, as well as a default email subject, message and acknowledgement are already included in the introduction form box.
   If you want to, YOU CAN CHANGE AND TYPE a new subject, message and acknowledgement to better explain your request to the current EA Family.
   You are asked to provide the email address of a parent whose children are current students of EA.
   Type the name of the parent and his/her email address on the corresponding field, and then click "SEND EMAIL". If you do not have the current parent's email address at this time, click "SAVE AND REVISIT LATER"

Welcome		Change Password Logout

Form: **Application for Admission**   Applicant: **Jon Snow**

✓

Student Info	Parent/Guardian	Siblings	Documents	Recommendations	Family Intro

Family Introduction Form

Please type the name and email address of a current Escuela Americana parent. He/she will receive the form to be completed. Por favor escriba el nombre y correo de un padre/madre actual de la Escuela Americana. Él/ella recibirá el formulario para poder completarlo.

New Family Introduction form:	New Family Introduction form
From E-Mail Address: (Max. 50 characters)	*********@hotmail.com
Current Parent Name: (Max. 50 characters)	Ingrese el nombre de padre/madre actual de la EA
Current Parent's Email: (Max. 50 characters)	Ingrese el email del padre/madre actual de la EA
Subject: (Max. 100 characters)	New Family Introduction form/Formulario de presentación de familia nueva a
Message: (Max. 1000 characters)	Our child is applying for admission to Escuela Americana. Please click on the following link to submit an introduction form for my family. Mi hijo(a) está aplicando para admisión a la Escuela Americana. Favor hacer click para completar el formulario de presentación de mi familia.
Acknowledgement: (Max. 500 characters)	Thank you! /¡Muchas gracias!
The e-mail has not been sent./El correo no ha sido enviado. The form has not been submitted by the current EA Parent./El formulario no ha sido enviado por el padre/madre de la EA.	Send E-Mail

Back	Undo Page	Print	Save and Revisit Later	Submit	Next

Congratulations!

You have completed your application.

Click "SUBMIT" to send the information and receive a confirmation email.

Please remember to log in to keep track of your application, you will be able to track:
- The status of your application: NOT STARTED, INCOMPLETE, SUBMITTED, RECEIVED
- When the teacher has submitted his/her recommendation.
- When the current parent has submitted his/her introduction letter.

Thank you for your attention and interest in Escuela Americana! If you have any questions, please contact us at: admissions@amschool.edu.sv