



# CORBETT PREPARATORY SCHOOL OF IDS

## OFFICE OF ADMISSIONS

### APPLICATION PROCESS CHECKLIST

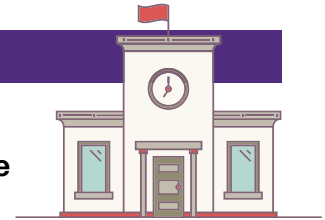
#### ■ Submit Application Inquiry Form

To begin the application process, please click "Apply Now" on our website (Home page or under Admissions) to provide basic information that will start the application and set up your admissions account. Go to [www.corbettprep.com](http://www.corbettprep.com).



#### ■ Schedule Your On-Campus or Virtual Tour

Arrange a personal on-campus or virtual tour via Zoom with the Director of Admissions by contacting the Office of Admissions at [admissions@corbettprep.com](mailto:admissions@corbettprep.com) or call 813-961-3087.



#### ■ Complete the Application for Admissions & Pay App Fee

To complete the Application for Admissions, you will access the Admissions portal. Your log in information, including instructions to create a password, was sent to the email you used when you inquired or started the application (the first checklist item).

Please check all email folders including junk or spam for instructions for initial account setup. If you need help accessing your account, please reach out to the Office of Admissions at (813) 961-3087 or [admissions@corbettprep.com](mailto:admissions@corbettprep.com).

Access the application online here to complete the application and pay the application fee of \$80. Please upload a recent photograph of your child to the application to help us know your child quickly.

Complete all the items on the checklist in the Admissions Portal.

#### ■ Submit Records and Forms

You will have access to all required forms as checklist items in the Admissions portal once you have started your child's application.



These forms can be submitted directly from the portal to your child's current school and teachers, and the school and teachers can return the required forms to the portal. You will receive an email confirming the forms have been received, and the items will be marked complete on your child's Application Checklist.

*Turn over to see required forms and other checklist items*

**REQUIRED FORMS**  
**AUTHORIZATION TO RELEASE STUDENT RECORDS FORM**  
**(K-8th GRADE)**

Through the Admissions Portal, please send the Authorization to Release School Records form to your child's current school to release all records (official transcripts, annual testing results, etc.) to the Corbett Prep Office of Admissions.

**TEACHER RECOMMENDATION FORMS**  
**(K-8TH GRADE) \*2 required per applicant**

**K- 5th Grade Applicants:** Through the Admissions Portal, please send a confidential Teacher Recommendation Form to two teachers who have had your child in class. Teachers will be able to submit the completed forms directly back to the Corbett Prep Office of Admissions Parent Portal.

**6th-8th Grade Applicants:** Through the Admissions Portal, please send one confidential Teacher Recommendation Form to your child's current English teacher and one to another teacher who has your child in class. Teachers will be able to submit the completed forms directly back to the Corbett Prep Office of Admissions Parent Portal.

**WRITING SAMPLE (1st-8th GRADE)**

We also request that you upload a writing sample of your child's work into the Admissions portal. The sample should be one that was assigned and graded by your child's current language arts teacher.

**BIRTH CERTIFICATE (ALL GRADES)**

Please upload your child's birth certificate into the Admissions Portal. You may also send via email to the Office of Admissions.

**HEALTH & IMMUNIZATION FORMS (ALL GRADES)**

Please upload your child's health and immunization forms into the Admissions Portal. You may also send via email to the Office of Admissions.

**■ Schedule Your Child's On-Campus or Virtual Visit**

After you have completed your child's application and all records and forms have been submitted, the Director of Admissions will schedule a friendly, informal visit, either on campus or virtual via Zoom, with a senior admissions administrator to meet with you and your child!



**■ Track Your Application Status**

Track your progress using your Admissions Portal to ensure that Corbett Prep has received all of your application materials and fees. If you have any questions along the way, reach out to us in the Office of Admissions ~ we are always here to help!

