



CORBETT PREPARATORY SCHOOL OF IDS

OFFICE OF ADMISSIONS

APPLICATION PROCESS CHECKLIST

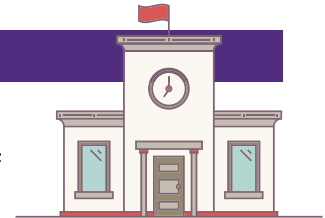
■ **Submit Application Inquiry Form**

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.



■ **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 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.

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.

K-8th GRADE REQUIRED FORMS

AUTHORIZATION TO RELEASE STUDENT RECORDS FORM

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 *2 required per applicant

All forms are sent from the Parent's Admissions Portal. Teachers will be able to send the completed forms back electronically to the Office of Admissions.

K- 5th Grade Applicants: Please send a confidential Teacher Recommendation Form to two teachers who have had your child in class.

6th-8th Grade Applicants: 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.

BIRTH CERTIFICATE, HEALTH & IMMUNIZATION FORMS (ALL GRADES)

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

■ **Schedule Your Child's Visit and Assessment**

After you have completed your child's application and all records and forms have been submitted, we want to meet your child! We will contact you to schedule a friendly visit with a brief assessment.



PreK3-PreK4: 10-15 minute informal readiness assessment with an admissions administrator.

K-1st grade: 15-20 minute assessment and writing prompt, followed by a meet and greet with a school administrator.

2nd-5th grade: 30 minute assessment and writing prompt, followed by a meet and greet with a school administrator.

Middle School: The student has the option to 1. shadow for a morning and experience the excitement of Corbett Prep's middle school. The morning will include time for a brief assessment and short writing sample or 2. come in for the assessment and writing sample only. Both the shadow/assessment include a meet and greet with the middle school principal.

■ **Track Your Application**

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

