



ADMISSIONS GUIDE

DALAT INTERNATIONAL SCHOOL

EDUCATION FOR LIFE

TABLE OF CONTENTS

ADMISSIONS GUIDE	2
APPLICATION PROESS	3
ADMISSIONS ASSESSMENT	6
POST-ACCEPTANCE PROCEDURES	7
ADMISSIONS POLICIES	8
EAL STUDENTS	11
LEARNING SUPPORT	12
IMPORTANT EVENTS	13
GENERAL INFORMATION	15
School Uniforms	16
School Supplies	17
Transportation	17
Security	17
Communication	18
Parent Involvement	18
Cafeteria	18
End of Day Activities	19
School-wide Student Services	20
Special Events	20
APPLICATION TIMELINE	21

UPDATED 2025

ADMISSIONS GUIDE

Welcome to Dalat International School. Dalat is an American-style, university-preparatory school with a biblical worldview. The school is accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). Our campus hosts over 700 students from countries worldwide and offers an exciting multicultural environment for students to learn

The academic and boarding programs at Dalat have been fully accredited for a number of years, and the school has received exemplary accreditation status by ACSI.

Cultivating lifelong learners is crucial in preparing our students for their future. To achieve this goal, we are currently transitioning from traditional grading practices to standards-based teaching and learning, and plan for full implementation in the 25-26 school year.

The purpose of this booklet is to assist parents in making the admissions process as smooth as possible. It provides the information you need regarding the enrollment process as well as the services available at Dalat.



APPLICATION PROCESS

We encourage parents who desire to enroll their child at Dalat to contact the Admissions Office (admissions@dalat.org) regarding spaces available and to have their initial questions answered before applying.

To initiate your application, please access and complete the online form via the Open Apply portal at **dalat.openapply.com**.

This portal features a comprehensive document checklist (including required and optional items) and a secure upload system. When uploading the applicant's photograph, please ensure it is an ID-style headshot for official use.





APPLICATION PROCESS

SUPPORTING DOCUMENTS

Vary by grade and services required

1. IDENTIFICATION

2. ACADEMIC RECORDS

Must be completed in English

3. TEACHER REFERENCE

Must be completed in English

4. BOARDING APPLICATIONS

Grades 7 - 12 Only

5. PAYMENT INFORMATION

6. FINAL CHECK

Important information for the application process

1. Identification

- Copy of the student' birth certificate
- Copy of the student's passport
- Copy of father's passport
- Copy of mother's passport

2. Academic Records

- Student records (report cards) for the past two academic years
- School records, including any standardized test scores (ITBS, MAP, PSAT, STAR, etc.), must be translated into English (if applicable) and authenticated
- Any psychological, student support (IEP), or special education records and evaluations
- Official school transcript (high school applicants only)

3. Teacher Reference

- Generate Teacher Reference Form:
 - Access the form through Open Apply (Checklist --> Teacher Reference Form)
 - Enter the teacher's information within the system
 - The system will then send the reference request to the teacher

4. Boarding Applications

If you are interested in our boarding program, please ensure you submit the following additional forms:

- Boarding Application: Student Form
- Boarding Application: Parent Form

Once your online application is complete and all required documents have been reviewed and cleared, you will be notified of the next step: the admissions assessment.

5. Payment Information

- Details regarding the application and test fee payment (if applicable) will be provided to applicants whose documents have been cleared and who are proceeding to the admissions assessment stage.
- **Important Fee Policy:** Please note that all application and test fees are **NON-REFUNDABLE**. This policy applies to all circumstances, including unsuccessful applications, incorrect payments, and payments made before the required stage.

6. Final Check

Applicant families are responsible for thoroughly understanding and complying with all application requirements. Incomplete or inaccurate document submission may lead to processing delays or application rejection.





ADMISSIONS ASSESSMENT

Admissions Assessment

Following the successful processing of your application documents and fee payment, we will contact you to schedule your child's admissions assessment. This assessment is designed to ensure potential candidates can thrive in Dalat's academically rigorous environment.

Grade-Level Proficiency Evaluation

- **English Language:** Reading, writing, and speaking
- **Mathematics**

Our goal is to confirm that students possess the necessary skills to successfully adjust to and benefit from our academic program.

Admissions Decisions

Enrollment decisions are made by the admissions committee and are final.

Qualified applicants with available seats will receive an acceptance offer via email.

If a qualified applicant's grade level is full, they may be placed in a wait pool, which is maintained at approximately 5% of the grade's capacity. If the wait pool is full, the admissions committee may, at its discretion, decline to add additional students.

Parents of wait-pooled students are encouraged to maintain contact with the admissions director for updates on their child's status. Wait pool placements are valid until the Friday of the second week of the school semester.

Applicants who do not meet the qualification criteria will also be notified via email. It is important to note that Dalat International School does not grant enrollment preference to donors or contributors of large gifts.



POST-ACCEPTANCE PROCEDURES

Upon receipt of the acceptance letter, families are required to complete the following steps to secure their child's enrollment at Dalat International School:

1. Registration Fee Payment

- The required registration fee must be paid within two weeks of receiving the acceptance offer.
- Failure to submit the registration fee within this timeframe will result in the student's name being removed from the enrollment list.
- All other applicable fees must be paid prior to the start of the semester.

2. Required Documentation

- **Health Forms:** A completed physical evaluation and health forms, including immunization records, must be submitted before the student's first day of school. Dalat will provide these forms to you.
- **Visas/Ministry of Education Approval** (if applicable): Visa or Ministry of Education approval must be completed, and a copy submitted to the Admissions Office within the first six weeks of school.
- **Passport Copies:** Copies of all renewed passports must be submitted to the Admissions Office.
- **Important Note for Multi-Passport Holders:** Applicants holding multiple passports are required to use the same passport consistently for their Ministry of Education (MOE) application, student visa application, and for immigration clearance upon entry into Malaysia.



ADMISSION POLICIES

**STUDENTS ARE ACCEPTED
UNDER THE FOLLOWING
CONDITIONS:**

NON-DISCRIMINATION

Dalat International School welcomes students of any race, religion, gender, nationality, or ethnic origin. All students enjoy equal rights, privileges, and access to school programs and activities. Admission is contingent upon demonstrated English proficiency and space availability. Dalat International School reserves the right to establish wait pools and to assign priorities for enrollment as necessary.

AMERICAN SCHOOL

Dalat is an American-curriculum international school accredited by North American institutions. It gives priority to U.S. citizens, students whose parents work for U.S. companies, and native English speakers.

SCHOOL RECORDS

The student's previous school records meet the academic requirements for admission.

TRANSFER OF CREDITS

Credits being transferred from non-accredited schools will be reviewed and validated by the high school counselor. Credits will be evaluated based on the length of time taken as well as matching course descriptions to Dalat's classes. Placement testing in various subjects is offered to clarify placement and ensure accurate scheduling.

APPLICATION FORMS

The admissions office must receive a complete set of the online student application, school records, confidential reference, supplemental boarding information (for boarding students), all pertinent school records, and standardized test scores before the admissions committee will consider the application complete. Incomplete applications might cause delays in receiving an offer for enrollment.

BIBLE CLASSES AND CHAPEL MEETINGS

The parent and student agree for the student to participate in and attend Bible classes and chapel services in accordance with the attendance policy. Dalat is an international school that teaches from a biblical worldview.

NON-MALAYSIAN PASSPORT

All students with a non-Malaysian passport must apply for a student visa. It is the parents' responsibility to apply for a student visa or student pass. There are a few exceptions, such as MM2H or Residence Pass-Talent, that require other procedures to comply with the Malaysian Ministry of Education guidelines. Boarding students will receive assistance from the Dalat's main office to get their student visas.

PHYSICAL EVALUATION FORM

A physical evaluation by a doctor must be received before the student begins classes. Students will not be able to start school if the Admissions Office has not received the physical evaluation.

IMMUNIZATION POLICY

Dalat International School requires the following vaccinations:

Hepatitis B: three-shot series

Varicella (chickenpox): two-shot series, polio series

DTaP: diphtheria, tetanus, pertussis: four-shot series with boosters at appropriate ages

MMR: mumps, measles, and rubella: two-shot series

Dalat International School will allow the following exemptions:

- **Medical Exemption:** The exemption form is to be filled out by the student's primary physician.
- **Personal/Religious Exemption:** The parent/legal guardian must meet with the Dalat nurse to discuss the benefits and risks of immunizations. Then, a Certificate of Exemption form can be filled out and signed by both parties.

PRESCHOOL AND KINDERGARTEN

Students entering preschool must be fully toilet trained, able to follow instructions and routines, understand and communicate in basic English, overcome parental separation, and interact well with other children. A student's acceptance will be on a probationary basis, depending on whether or not the child can meet these requirements. Students will have an initial probationary period of eight days, during which time the teachers will complete a readiness checklist for each student. Following the completion of the initial probationary period, the school reserves the right to extend it for up to one academic quarter.

INTERVIEWS AND TESTING

The admissions committee will also consider if the results of an interview (during the application process) between admissions personnel and the parent and student are satisfactory, or the results of an interview with the deputy head of the school, principal, residence supervisor (for boarding students), and the parent and student are satisfactory (if deemed necessary).

Preschool applicants must have an interview and pass a behavioral developmental screening for preschool readiness. All applicants for kindergarten through Grade 12 will be given a standardized test (MAP - Measures of Academic Progress) to confirm grade placement and eligibility during the testing season or one of the campus visits. When multiple applicants qualify for a seat, Dalat does not select students based on the highest test scores but on the entire application and the discretion of the admissions committee.

Remote testing may be available for students from international or Western curriculum schools who are not in Penang. The testing environment must follow the admissions office's guidelines.

Should remote results not match student performance upon starting school, enrollment may be re-evaluated, and/or a student may be given provisional acceptance.

PROVISIONAL ACCEPTANCE

If a student's academic ability, behavior, or English proficiency raises concerns, they may be offered provisional or conditional acceptance. The specific requirements for continued enrollment will be detailed in their acceptance letter. This type of acceptance is valid for one semester.

Upon arrival, the student will be referred to the divisional Student Services Team (SST) for quarterly review. The student's teachers and divisional counselor will meet regularly with the student and provide updates to the SST. The SST will then make a recommendation to school leadership regarding the student's continued enrollment.

The principal will then email parents with a decision regarding the student's fulfillment of the provisional requirements. This email will also outline any additional expectations. If the student does not meet the provisional or conditional enrollment requirements, their enrollment may be discontinued.

ARRIVAL DEADLINE

Students must arrive seven days prior to the start of the semester to ensure a smooth transition and meet required attendance days. Exceptions are given to U.S. and Canadian citizens transferring from U.S. or Canadian schools. Students who arrive late may be unable to complete the school year, according to the attendance policy.



EAL STUDENTS

Applicants for kindergarten and above who may require additional English language support will undergo a comprehensive assessment during the first week of school to determine the need for EAL services. Applicants to preschool with limited English will be admitted at the discretion of the admissions committee.

Dalat International School may admit students with limited English proficiency through Grade 7, based on past academic performance, placement test results, and available space. Admission criteria vary across school divisions.

- A certain level of English proficiency is required for admission. Dalat International School is unable to accept students without it.
- Students applying for Grades 9 to 12 must be fluent in English. No EAL classes are available after Grade 8.
- There are limited spaces available in the EAL program.
- Additional fees apply to the EAL program.



LEARNING SUPPORT

Dalat International School recognizes that some students may require additional support due to learning disabilities, mental health challenges, neurodevelopmental disorders, or other unique needs. Our programs are designed to address minor learning, language, emotional, or behavioral difficulties. Admission for students requiring learning support is contingent upon a clear match between the student's needs and the level of services we can provide. Please note that spaces for students with special needs are limited. Our learning support services typically include accommodations, pull-out interventions, push-in instruction, and academic testing.

Documentation Requirements:

To accurately assess and prepare for your child's support needs, comprehensive educational and emotional support documentation is essential.

This includes, but is not limited to:

- Copies of school reports
- Copies of all diagnostic test reports and results

- Individualized Education Program (IEP) reports
- 504 plans
- Psychological, educational evaluations, or other learning support profiles
- Medical information related to your student's learning
- Notes on speech therapy and other therapeutic support
- Recommendations from specialists for further support

Importance of Documentation:

Providing complete and accurate documentation is crucial. Without this information, Dalat cannot make informed educational decisions or ensure an environment that effectively meets your student's needs. Failure to provide necessary documentation may place your child at risk and could result in the denial of admission or the revocation of a previously granted admission.



IMPORTANT EVENTS



ORIENTATION DAY

**HIGH SCHOOL STUDENT
SCHEDULES**

NEW PARENT BREAKFAST

OPEN HOUSE

**PARENT-TEACHER
CONFERENCES**

Orientation Day

Upon acceptance into Dalat International School, families will receive information regarding new or returning student and parent orientation.

This orientation, designed to facilitate a smooth transition, is held the day prior to the start of each semester. Family attendance is expected. Further information and instructions will be communicated via email.

Boarding student parents will have an additional orientation for parents on the first day of school.

High School Student Schedules

High school students and their parents must attend appointments with the high school counselor as part of orientation. This time with the counselor is necessary to review your child's class schedule. You will receive an appointment via email from the counselor's office. Reschedule requests may be made by contacting the counseling office directly.

New Parent Breakfast

Parents of new students are invited to the New Parent Breakfast held soon after school starts each semester. This orientation includes information on school goals, help with transitioning into a new school, and an opportunity to ask questions of school administrators. While the new student and parent orientation starts your child off well in our school, the New Parent Breakfast provides resources to weave your family into our extended community.

Open House

A few weeks after the start of the August semester, we host our annual Open Houses. This is a wonderful opportunity for all parents to meet their child's teachers, tour classrooms, network with fellow parents, and gain a deeper understanding of our school community.

Parent-Teacher Conferences

During the first and third quarters, we hold Parent-Teacher Conferences to provide an opportunity for you to discuss your child's academic progress, social development, and any other relevant school matters with their teacher. While scheduled PTCs occur twice annually, parents may request additional conferences at any time by contacting the teacher via email. Teacher email addresses can be found in our school's information system, PowerSchool, or on the school website.



GENERAL INFORMATION



School Hours

Elementary Preschool:	8:20 a.m. – 3:10 p.m.
Elementary (Grades K–4):	8:20 a.m. – 3:10 p.m.
Middle School:	8:15 a.m. – 3:10 p.m.
High School:	8:20 a.m. – 3:10 p.m.



SCHOOL UNIFORMS

Students at Dalat International School are required to wear the designated school uniform throughout the school day. Uniforms may be purchased from the school uniform store. The uniform store operates by appointment only. To schedule your appointment, please use the link provided in the new or returning student and parent orientation day email.

School Uniform

Division-specific Dalat shirt with khaki Dalat shorts or skort (for girls).

PE Uniform

Blue dri-fit Dalat PE shirt, Dalat PE shorts, and athletic shoes.

Jackets

Navy Dalat jackets are for all grades, and Dalat hoodies/sweatshirts are for middle and high school students only.

Footwear

Elementary: Sports shoes or sandals with a back strap.

Middle and high school: Smart-looking shoes, athletic shoes, or sandals.

No other additions to the Dalat uniform can be made.

SCHOOL SUPPLIES

Elementary and preschool students will be provided with all essential supplies by the school. This includes paper, notebooks, pencils, erasers, crayons, rulers, and glue. Parents may be asked to replace zip folders as needed to ensure homework and communication materials are protected.

Starting in grade 5, students receive a new iPad to use throughout their middle school journey. This initiative is part of the school's 1-to-1 iPad program, and the cost of purchase for these devices is paid by the parents and is included in the Technology Fee. New students entering grades 5 or 6 must purchase new iPads through the school. Students joining in grades 7 or 8 will receive school-owned devices with an applicable rental fee.

To ensure consistency and proper setup, all middle school iPads must be obtained through the school and not purchased independently. Teachers may request that students purchase supplementary materials for specific assignments.

High school students may be required to have scientific calculators for certain classes. All high school students are required to purchase their own laptops, and the required device specifications will be provided as part of the enrollment information. A stylus may be required for some classes. Teachers may request that students purchase supplementary materials for specific assignments.

TRANSPORTATION

Parents must provide or arrange all transportation to and from school. Local school bus companies may be contacted to arrange for transportation. Preschool is not eligible for school bus transportation. All preschool 3 and preschool 4 students must be dropped off and picked up by their parents or guardians.

The local school bus service is contracted outside of Dalat International School. Contact the office for more information (info@dalat.org).

SECURITY

For the safety and security of our students, all campus visitors are required to wear ID badges. Prior to admission, families visiting the campus should sign in at the security office to receive a temporary visitor badge. Once your child is admitted, you will be issued a personalized parent badge and lanyard, which must be worn at all times while on campus. We appreciate your understanding and cooperation in maintaining a safe environment.

COMMUNICATION

Communication between parents and the school is crucial. Dalat News, the Dalat website **dalat.org**, Daily Bulletin, elementary class newsletters, elementary student work folders, middle school agendas, and email are all ways you can keep up-to-date on your child's classroom activities and school programs.

To ensure effective communication, families are expected to maintain up-to-date contact information within our PowerSchool Student Information System (SIS) portal.

PowerSchool

PowerSchool is our web-based student information system, providing parents with real-time access to their children's grades and attendance. Through a secure login, parents can view up-to-date information as soon as teachers enter it. PowerSchool also offers customizable email notifications for regular grade and attendance updates.

PARENT INVOLVEMENT

Participation in Dalat's Parent-Teacher Organization (PTO) is open to all parents. The PTO organizes school and community activities throughout the year. Email the PTO for details on the time and location of PTO meetings. **pto@dalat.org**

We believe that parents in our community have a great deal to offer in complementing the work that we do with students. Parents are encouraged to contact individual teachers or the principal to volunteer in their areas of expertise. Parents are also encouraged to help with lunch/playground supervision, to act as class parents, and to help supervise field trips.

CAFETERIA

Lunch options include bringing your own or participating in the cafeteria's semester program. The cafeteria offers a varied daily menu with hot meals, a sandwich bar, a salad bar, desserts, and drinks, featuring both Western and Asian cuisine. The weekly menu is posted in Dalat News and on the info channel monitors. Daily lunch purchases are available but at a slightly higher cost than the semester program. Students are expected to follow proper cafeteria etiquette. Lunch for preschool students is served on the preschool patio, a separate area from the main cafeteria. Please note that our cafeteria utilizes facial recognition for meal billing. In view of this, parents are requested to grant consent for the use of student photos by completing the 'Facial Recognition Consent Form' upon enrollment.

END OF DAY ACTIVITIES

KICS (Kids Interest Clubs) Grades 1–4

Students in grades 1-4 have the optional chance to participate in a range of fun and educational enrichment clubs after school. These optional clubs are designed to spark curiosity and provide engaging activities. Each quarter, our dedicated Dalat staff organizes these clubs, offering a great way for students to explore their interests.

X Block Grades 5–8

For our middle school students in grades 5-8, we offer optional X-block clubs after the regular school day, from 3:15 to 3:50 p.m. These clubs provide a fantastic opportunity to explore interests in sports, arts, music, games, drama, and other subjects that extend beyond the regular curriculum. Supervised study halls are also available Monday - Friday during X-block, offering a quiet space for students to work on homework.

While attendance is optional for most, an X-block study hall may be required for some students, such as those on academic probation or junior varsity sports teams with later practices. Please note that students in grades 5-6 must participate in an X-block or be supervised by a parent if remaining on campus during this time. Students in grades 7 and above have the option to remain on campus independently.

X Block Grades 9–12

High school X-block time serves as an extension of the school day, providing students in grades 9-12 with opportunities for enrichment learning. While some students may be required to attend specific meetings or activities, those without obligations are permitted to leave campus. This dedicated time at the end of the school day is designed to facilitate academic options that fall outside the standard curriculum, such as student government meetings, club activities, quiet study halls, and make-up tests. It also allows for extended instructional time for certain courses, like AP courses and Journalism, enhancing the overall academic experience.





SCHOOL-WIDE STUDENT SERVICES

- Counseling Department
- Learning Support Department
- Tutoring by Students (Peer Tutoring)
- Health Services Office
- Technology Department
- School Library
- Spiritual Life Department
- Cafeteria - Lunch Program

SPECIAL EVENTS

- Open House
- Spiritual Emphasis Week (SEW)
- Missions Emphasis Week (MEW)
- Christmas Banquet (High School Only)
- School Music Concerts
- Drama Productions
- Battle of the Books (Elementary School Only)
- International Food Fair
- Dalat Junior Honor Society Induction
- National Honor Society Induction
- Junior Senior Banquet (High School Only)
- Family Fun Fair
- Graduation Week

APPLICATION TIMELINE

VISIT (OPTIONAL)

For the August intake, information visits are usually given from late January to March. For the January intake, information visits are usually given from mid-August to October. Note: Dalat does not work with agents, and visits are limited to four adults at most to minimize the impact on our school day. To save time, if you are certain you will apply to Dalat, you may combine the visit and your child's placement testing on the same day (after applying).



APPLYING

Fill out the online application and submit all supporting documents (Boarding students should fill out the boarding applications as well)

August intake application deadline: **March 1**
January intake application deadline: **October 1**

TESTING & INTERVIEW

Schedule placement testing and interview. Testing will not be scheduled unless the application is COMPLETE. As this step is very important to your child's enrollment process, please be flexible with timing and prioritize this appointment. A delay on your part may result in delayed enrollment confirmation or limited availability. The NON-REFUNDABLE application and testing fee must be paid on the day of testing or before.



ADMISSIONS COMMITTEE DECISION

Results are not given on the day of testing and interview. Our admissions committee—principals, directors, and counselors (as needed) will meet once all of the applicants have tested at the end of the enrollment season to make a team decision. Admission decisions are released in mid-March for the August intake and in mid-October for the January intake.

Please prioritize submitting all of the proper documentation on time, as an incomplete application will result in a delay. An incomplete application (missing documents) will not be considered for placement testing, enrollment, or the wait pool.

FOR MORE INFORMATION

Please also refer to our website www.dalat.org > Admissions, for a wide variety of detailed information, including the fee schedule, how to apply, application, curriculum, and more. Our Resources > Handbooks section also has the admissions handbook, instruction programs (curriculum), and boarding and parent/student handbooks.



DALAT INTERNATIONAL SCHOOL

11200 Tanjung Bungah
Pulau Pinang
Malaysia

Tel: +60 685 2100

Email: admissions@dalat.org

UPDATED 2025

www.dalat.org