Instructions for Completing the Online Application

1. Follow the link emailed after attending an Open House to access our Online Application. Please create only one username and password per family and follow the instructions online—in addition to this checklist—to ensure you complete the entire application.
2. Create one Online Application for each student applying to Veritas Academy.
3. Use your family username and password to follow the "Status" of your application. Our Admissions Office will keep your Application Checklist as up-to-date as possible so that you will be able to easily track your progress.

Once your complete application—including all items listed in the Supplemental Forms & Student Work section—has been reviewed, you will be invited to schedule a Family Interview and Placement Testing. Remember that both parents must attend an Open House and complete the required reading before scheduling a Family Interview. Please refer to the Key Dates & Deadlines section (p. 4 of the Admissions Resources Booklet) and the Admissions Process (p. 6 of the Admissions Resources Booklet) for the timing and order of next steps. Applicant families are responsible for notifying the Admissions Office of any application changes or updates.

NEW STUDENT APPLICATION

- □ Select the grade level for which the student is applying
- □ Upload a small photograph of the student applicant and of your family
- □ Upload a copy of birth certificate
- □ Upload custodial agreements pertaining to educational decisions and participation (only applicable if you are a two-household family)
- □ Upload a copy of most recent diagnostic testing results and accommodations (if the student has a learning difference)
- □ Provide three non-related references and their contact info (please notify your references):
  - A person who has known the student for years
  - A person who has known your family for years
  - A spiritual leader who knows the family, preferably the student, well
- □ Home-schooled applicants will need to provide the following in the Educational Background section:
  - List of curriculum used in each subject
  - Average hours per week devoted to the study of each subject
- □ Submit the Parent Questionnaires and affirmation of Mission, Statements on Faith, Life and Conduct, and Family Commitment (to be signed by both parents)
- □ Application fee of $200 (non-refundable; $100 for each additional child)

Supplemental Forms & Student Work

LOWER GS APPLICANTS

For PreSchool, PreK, and Kindergarten student applicants, your application is considered complete upon submission of the Online Application and Developmental Questionnaire.

UPPER GS, SL, & SR APPLICANTS

For 1st-12th Grade student applicants, supplemental forms and student work vary by grade level and need to be submitted through the Application Checklist so as not to delay the review of the application. Please see chart for the specific supplemental materials required by grade level.

SUPPLEMENTAL FORMS & STUDENT WORK CHECKLIST
by Grade Level ▸

GRADES 1–4

- ☐ Principal Recommendation Form and Request for Records

  To be emailed from the application checklist to the Registrar/Guidance Counselor at each school your child has attended in the last **three** years, excluding PreSchool and Mother's-Day-Out programs. The school will directly mail/email a copy of the student's transcripts, report cards, and standardized test results, if applicable.

- ☐ Teacher Recommendation Form(s)

  To be emailed from the application checklist directly to your child's current teacher(s). Each teacher will then email the completed form(s) back to Veritas.

- ☐ Writing Sample (3rd and 4th Grade only)

  Best handwritten paper (a couple of paragraphs), preferably a final draft written for school (.pdf or .png file).

- ☐ List of books recently read, independently (3rd and 4th Grade only)
- ☐ Current/most recent report card

GRADES 5–7

- ☐ Principal Recommendation Form and Request for Records

  To be emailed from the application checklist to the Registrar/Guidance Counselor at each school your child has attended in the last **three** years. The school will directly mail/email a copy of the student's transcripts, report cards, and standardized test results, if applicable.

- ☐ Teacher Recommendation Form(s)

  To be emailed from the application checklist directly to your child's current teacher(s). Each teacher will then email the completed form(s) back to Veritas.

- ☐ Writing sample, preferably a final draft written for school, of the student's longest/best paper (.pdf or .png file).
- ☐ List of books recently read, independently
- ☐ Current/most recent report card

GRADES 8–12

- ☐ Student Questionnaire and Confirmation of Required Student Reading
- ☐ Principal Recommendation Form and Request for Records

  To be emailed from the application checklist to the Registrar/Guidance Counselor at each school your child has attended in the last **three** years. The school will directly mail/email a copy of the student's transcripts, report cards, and standardized test results, if applicable.

- ☐ Teacher Recommendation Form(s)

  To be emailed from the application checklist directly to your child's current teacher(s). Each teacher will then email the completed form(s) back to Veritas.

- ☐ Writing sample, preferably a final draft written for school, of the student's longest/best paper (.pdf or .png file).
- ☐ List of books recently read, independently
- ☐ Current/most recent report card