

THE POTTER'S HOUSE ENROLLMENT PROCESS

Thank you for requesting an application for enrollment at The Potter's House. In order to determine the best placement for your child's academic success, we have established the following procedure for enrollment.

Application Process:

- Submit completed application; students are enrolled by their parent or legal guardian only—proof of guardianship is required.
- Please include:
 - Your student's most recent report card or home school evaluation
 - Your student's certified birth certificate or passport
 - All special education (I.E.P.) evaluations i.e. speech, ADD, ADHD, learning disabilities, and/or emotional impairment
- *If we are not able to place your student immediately, we will keep your application on file for one year and contact you when an enrollment opportunity is available; applications may be updated in the spring by submitting the student's most recent report card.*

Enrollment Process:

- *Prior to enrollment, middle school and high school parents and students will interview with the school administrator.*
- Appointment with the school registrar for enrollment.
- Items needed at the time of enrollment include: student's Social Security card and current immunization record.
- Families who wish to apply for tuition assistance must provide documentation of the household income. These items include:
 - 2006 Income Tax records
 - 2006 W2
- Additional documents if applicable:
 - SSI report
 - Pay stubs from the previous six weeks to prove significant change in income
 - Proof of legal guardianship

Thank you very much we want to make this experience the best possible for you and your child. Please feel free to call me at 241-5720, if you have any questions.

Sincerely,

Cheri Beals

The Potter's House Administration