



REQUIREMENTS FOR ADMISSION

The Palmas Academy is committed to maintaining a diverse student population in a safe learning environment. Accordingly, the Academy welcomes applications from children of all race, ethnic, and economic backgrounds. Admissions decisions are based on academic achievement, satisfactory record of conduct, recommendations for admissions and space availability.

Students that have been suspended from a previous school, have scored below average in the admissions test, or have been diagnosed with a specific learning disability must complete a psycho educational or emotional evaluation prior to being considered for admission.

The Palmas Academy reserves the right to deny admission.

1. Elementary Division: Pre-Kinder to Grade 5

- a. Completed Application (\$100.00)
- b. Placement Test
- c. Psychometric Evaluation (Kinder to Grade 3),
Psycho-educational Evaluation (Grade 4 to Grade 5)
Evaluation must include observations and recommendations, plus additional testing if necessary.
- d. Personal interview with Admissions Director and School Principal (if necessary)
- e. Transcripts from previous school (Grades 2 to 5)
- f. Letter of Recommendation – Principal / Counselor / Teacher (Grades 2 to 5)
- g. Letter from Business Office indicating good payment standing
- h. Disciplinary & Attendance Records from previous school
- i. Copy of Birth Certificate (Issued after May 2011 if born in Puerto Rico)
- j. Copy of Social Security Card (For official purposes only, according to Law #186 of September 1, 2006)
- k. Immunization Record in Original (PVAC-3) (All Grades)
- l. Hearing and Eye Test (Pre-K to 3)
- m. Required age for admission:
 - PPK students - 3 years of age by August 31st (Need to be toilet trained)
 - PK students - 4 years of age by August 31st (Need to be toilet trained)
 - Kindergarten students - 5 years of age by August 31st (Need to be toilet trained)

2. Secondary Division: Grade 6 to 12

- a. Completed Application (\$100.00)
- b. Placement Test
- c. Psycho-educational Evaluation (Grade 6)
Evaluation must include observations and recommendations, plus additional testing if necessary.
- d. Transcripts from previous school (2 years minimum)
- e. Personal interview with Admissions Director and School Principal (if necessary)
- f. Letter of recommendation from the Grade Level Principal / Counselor / Teacher
- g. Letter from Business Office indicating good payment standing
- h. Disciplinary & Attendance Records from previous school
- i. Copy of Birth Certificate issued after May 2011
- j. Copy of Social Security Card
- k. Immunization Record (PVA-3) (Original) (All Grades)
- l. Emergency Consent Medical Release Form