



APPLICATION PROCESS

1. Visit New Hope Academy for a guided tour with the Principal. Tours are given weekly on Thursdays at 9 am or the second Saturday of each month at 10 am. They last approximately 1 ½ hours. Please call to confirm and arrive on time.
2. To start the application process, complete the application, sign the “Release of Records,” provide a copy of your child’s birth certificate and submit the \$50 non-refundable application fee to the Main Office.
Note: The “Release of Records” form authorizes the student’s current/former school to release their information to New Hope Academy. New Hope will submit this form to request records along with our “Recommendation Form” to schools, daycare providers, etc. (Parents may also submit this form directly to the school; however, New Hope will only accept recommendations returned via direct fax, email, mail or in a sealed and stamped envelope from the school. This recommendation is confidential between the schools.)
3. Schedule a morning of observation for preschoolers or testing and a day in the classroom for students K-12th with the registrar.
 - For Pre-school applicants, the child joins the class from 9 am – 12 noon for observation.
 - Students applying for K-12th come for a full day of school from 8:30 am to 3:30 pm. Testing will be scheduled during the school day. There is a non-refundable testing fee of \$50 for K-12th.
 - High school applicants will also meet personally with the Principal for a short interview.
4. Current/former school must send a complete academic file to New Hope Academy which includes the current year and two prior years’ report cards with teacher’s comments, any discipline reports, standardized testing and learning disability or psychological testing. We will accept a parent copy of your child’s records until we receive the official documents from the school to expedite the process.
5. The current teacher completes and returns a recommendation form to New Hope Academy directly either by fax, email, mail or in a sealed envelope. Students in grades 8 and above are required to submit two recommendation forms, preferably from their Math and English teachers. Recommendation forms are confidential between schools.

Note: Until all necessary records and recommendation forms arrive at New Hope, we cannot proceed with your child’s application.
6. Once observations, testing, records and recommendations have been received, the Admissions Committee will meet. Students will only be admitted if the admissions team determines that the applicant is academically, emotionally and socially prepared to be successful in our program. Application files are not open to parents. Testing results can be made available per request for admitted students. All decisions are final.
7. Families will be notified by mail of the results from the Admissions Committee.
8. If your child is accepted, a \$500 non-refundable deposit is required to reserve your child’s placement. The deposit is held and applied to the last year the student attends New Hope Academy. Registration forms and tuition payment information will be sent after the deposit is received.

All application fees are non-refundable.

Applications are not valid until the appropriate fees are paid.

7009 Varnum Street, Landover Hills, MD 20784 * Phone: 301-459-7311 * Fax: 301-459-2813

www.newhopeacademy.org

updated 08/18/12 (all)

Current/Former School Information

Name of Current School: _____

Address: _____

Telephone: _____ Fax: _____

Reason for leaving: _____

Name of Previous School: _____

Address: _____

Telephone: _____ Fax: _____

Reason for leaving: _____

Assessment: Please complete all fields

Has it ever been recommended that your child be assessed for any of the following? IF YOU ANSWER YES TO ANY OF THESE QUESTIONS, PLEASE PROVIDE **ALL** SUPPORTING DOCUMENTATION, TEST RESULTS, IEP OR 504 PLANS. FAILURE TO REVEAL PREVIOUS EVALUATIONS OR TEST RESULTS IS GROUNDS FOR DISMISSAL FROM NHA.

	Yes	No	Evaluation Completed/Type of Test	Hospitalized/Medication Given?
ADD				
ADHD				
Emotional Problems				
Psychological Problems				
Learning Disabilities				
Speech and Language				

Has your child ever been suspended, expelled, or asked to withdraw from any school for any reason? ___ Yes ___ No

If yes, please explain: _____

Has your child ever repeated or skipped a grade? ___ Yes ___ No

If yes, please explain: _____

Does your child have any physical problems or limitations? _____

Does your child have any allergies/medical conditions? _____

Where or how did you hear about New Hope Academy? _____

BEFORE CARE NEEDED? ___ YES ___ NO (If arrival time is before 8:15 am your child must be enrolled in before care or drop-in rates will be applied.)

AFTERCARE NEED AFTER CARE? ___ YES ___ NO (Available for students in grades K-12th for pick up times after 3:30 pm and before 6:00 pm. Students not pre-registered for aftercare are subject to drop-in rates.)

CIRCLE DAYS NEEDED FOR AFTERCARE: Mon. Tues. Wed. Thurs. Fri.

Signature: _____ **Date:** _____

All application fees are non-refundable.



PARENTAL PERMISSION FOR RELEASE OF RECORDS

(From Agencies, Institutions, Physicians, Schools, etc.)

Dear Parent/Guardian: As part of the admission process we must obtain official records and completed New Hope Academy recommendation form(s). By signing below, you are authorizing the release of your child's personal information to New Hope Academy.

PreK-7: We must receive official copies of your child's records for the past three years (see list below), including a completed New Hope Academy recommendation form from your child's recent primary teacher.

Grades 8-12: We must receive an official transcript along with the additional records listed below and two New Hope Academy recommendation forms; completed by your child's Math and English teachers (preferred).

*It is the parent's responsibility to ensure that your child's records are forwarded to New Hope Academy.
Your child's application will be considered after these records are received.*

Student Name (print): _____

Student Date of Birth: _____

Address: _____

Signature of Parent/Guardian: _____

Date: _____

Dear School Official:

The student named above is a candidate for admission to New Hope Academy, a PreK3-12th school. Please send this student's official academic records and/or transcript (see list below) and completed New Hope Academy recommendation form(s) filled out by his/her teacher(s).

We will only accept records and recommendation forms that are returned via direct fax, email, mail or in a sealed and stamped envelope from your school. This recommendation is confidential between the schools. These records should include all final grades earned for courses taken to date and the following:

- Current school year report card (courses, grades, comments)
- Record of three previous school years
- Standardized test scores
- Attendance Records
- Psychological Records
- Psycho-educational Testing, IEP's, 504 plans, ADD and/or ADHD evaluations, etc.
- Limited access folders/Disciplinary and available guidance materials
- Health records
- Recommendation Form(s) furnished by New Hope – see attached

Please send these records to:

<p align="center"><u>Via Mail</u> Office of Admissions New Hope Academy 7009 Varnum Street Landover Hills, MD 20784</p>	<p align="center"><u>Via Email</u> office@newhopeacademy.org</p>	<p align="center"><u>Via Fax</u> Attention Office of Admissions (301)-459-2813</p>
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RECOMMENDATION FORM 1 FOR STUDENTS ENTERING GRADES 8-12

Student Name: _____ Present Grade: _____

Teacher Name: _____ Subject taught: _____

School & Address: _____

TO: MAJOR ACADEMIC TEACHER

The child named above is applying for admission to New Hope Academy. Please fill out the items below to the best of your ability. We appreciate your time and cooperation. All information you furnish will be kept confidential. Please make sure to have an administrator complete their portion of this form before submitting to New Hope Academy. You may return this form either by mail, via parent in a sealed envelope with the school stamp, or by fax. See the information below.

I have known this candidate for _____ years.

CIRCLE THE WORDS THAT BEST DESCRIBE THIS APPLICANT:

- | | | | | | |
|--------------------|-----------------|---------------|----------|-------------|-------------|
| Easily discouraged | Over-protected | Aggressive | Anxious | Articulate | Disobedient |
| Passive-resistant | Self-centered | Follower | Honest | Influential | Irritable |
| Self-disciplined | Well-liked | Confident | Shy | Responsible | Motivated |
| Positive leader | Negative leader | Perfectionist | Cheerful | Organized | Helpful |
| Manipulative | Sociable | Conscientious | Angry | Dramatic | Defiant |

1. Academic ability
 outstanding
 above average
 average
 below average

2. Self-motivation
 highly motivated
 some desire to learn
 only what is required
 does very little

3. Study habits
 well-organized
 usually gets work done
 easily distracted
 poor habits

4. Ability to work independently
 always works well
 needs help sometimes
 needs help frequently
 needs constant supervision

5. Participation in discussion
 joins in readily
 participates occasionally
 contributes when called on
 wants to dominate
 rarely contributes

6. Ability to write
 ideas and mechanics excellent
 ideas good, mechanics fair
 ideas fair, mechanics good
 ideas and mechanics limited

7. Respect for others and property
 always respectful
 usually respectful
 sometimes disrespectful
 frequently disrespectful

8. Follows directions
 quickly and correctly
 occasionally needs help
 needs frequent explanation

9. Uses suggestions, corrections
 always
 usually
 needs reminding
 rarely follows suggestions

10. Attention span
 exceptionally good
 usually good
 occasionally distracted
 easily distracted

11. Maturity
 very mature
 above average
 normal
 somewhat immature
 very immature

12. Consideration of others
 usually thoughtful
 sometimes thoughtful
 rarely considerate
 selfish

13. Social adjustment
 healthy relationships
 occasional problems
 frequent problems
 relates poorly

14. Self-confidence
 healthy self-image
 needs some support
 appears overly confident
 needs much reassurance

15. Integrity
 very honest and trustworthy
 usually trustworthy
 some reservations
 untrustworthy

16. Conduct
 well-behaved
 usually obeys rules
 occasional misconduct
 frequent disruptions

17. Attitude of parents
 cooperative
 indifferent
 overly protective

18. Health of applicant
 excellent
 occasionally sick
 frequently sick

1. What are the first words that come to mind when asked to describe this child?

2. Has the applicant been evaluated for any physical, emotional or academic reasons?

Yes No Do not know If yes, please explain: (attach supporting documentation if necessary)

3. Is the applicant currently on medication or has he/she previously been on medication?

Yes No Do not know If yes, please explain: (attach supporting documentation if necessary)

4. Have you observed any signs of learning disabilities?

Yes No Do not know If yes, please explain: (attach supporting documentation if necessary)

5. Are the parents supportive of the child and your program? Please explain. _____

6. Do you have any additional information which might be helpful in our evaluation of this student? _____

7. May we contact you for further information? _____

Signature: _____ Date: _____

Contact Phone: _____ Email: _____

TO BE COMPLETED BY AN ADMINISTRATOR

Have all financial obligations to your school been met? _____

Administrator Signature: _____ Date: _____



RECOMMENDATION FORM 2 FOR STUDENTS ENTERING GRADES 8-12

Student Name: _____ Present Grade: _____

Teacher Name: _____ Subject taught: _____

School & Address: _____

TO: MAJOR ACADEMIC TEACHER

The child named above is applying for admission to New Hope Academy. Please fill out the items below to the best of your ability. We appreciate your time and cooperation. All information you furnish will be kept confidential. Please make sure to have an administrator complete their portion of this form before submitting to New Hope Academy. You may return this form either by mail, via parent in a sealed envelope with the school stamp, or by fax. See the information below.

I have known this candidate for _____ years.

CIRCLE THE WORDS THAT BEST DESCRIBE THIS APPLICANT:

- | | | | | | |
|--------------------|-----------------|---------------|----------|-------------|-------------|
| Easily discouraged | Over-protected | Aggressive | Anxious | Articulate | Disobedient |
| Passive-resistant | Self-centered | Follower | Honest | Influential | Irritable |
| Self-disciplined | Well-liked | Confident | Shy | Responsible | Motivated |
| Positive leader | Negative leader | Perfectionist | Cheerful | Organized | Helpful |
| Manipulative | Sociable | Conscientious | Angry | Dramatic | Defiant |

- | | | |
|--|---|---|
| 1. Academic ability
<input type="checkbox"/> outstanding
<input type="checkbox"/> above average
<input type="checkbox"/> average
<input type="checkbox"/> below average | 2. Self-motivation
<input type="checkbox"/> highly motivated
<input type="checkbox"/> some desire to learn
<input type="checkbox"/> only what is required
<input type="checkbox"/> does very little | 3. Study habits
<input type="checkbox"/> well-organized
<input type="checkbox"/> usually gets work done
<input type="checkbox"/> easily distracted
<input type="checkbox"/> poor habits |
| 4. Ability to work independently
<input type="checkbox"/> always works well
<input type="checkbox"/> needs help sometimes
<input type="checkbox"/> needs help frequently
<input type="checkbox"/> needs constant supervision | 5. Participation in discussion
<input type="checkbox"/> joins in readily
<input type="checkbox"/> participates occasionally
<input type="checkbox"/> contributes when called on
<input type="checkbox"/> wants to dominate
<input type="checkbox"/> rarely contributes | 6. Ability to write
<input type="checkbox"/> ideas and mechanics excellent
<input type="checkbox"/> ideas good, mechanics fair
<input type="checkbox"/> ideas fair, mechanics good
<input type="checkbox"/> ideas and mechanics limited |
| 7. Respect for others and property
<input type="checkbox"/> always respectful
<input type="checkbox"/> usually respectful
<input type="checkbox"/> sometimes disrespectful
<input type="checkbox"/> frequently disrespectful | 8. Follows directions
<input type="checkbox"/> quickly and correctly
<input type="checkbox"/> occasionally needs help
<input type="checkbox"/> needs frequent explanation | 9. Uses suggestions, corrections
<input type="checkbox"/> always
<input type="checkbox"/> usually
<input type="checkbox"/> needs reminding
<input type="checkbox"/> rarely follows suggestions |

10. Attention span
 exceptionally good
 usually good
 occasionally distracted
 easily distracted

11. Maturity
 very mature
 above average
 normal
 somewhat immature
 very immature

12. Consideration of others
 usually thoughtful
 sometimes thoughtful
 rarely considerate
 selfish

13. Social adjustment
 healthy relationships
 occasional problems
 frequent problems
 relates poorly

14. Self-confidence
 healthy self-image
 needs some support
 appears overly confident
 needs much reassurance

15. Integrity
 very honest and trustworthy
 usually trustworthy
 some reservations
 untrustworthy

16. Conduct
 well-behaved
 usually obeys rules
 occasional misconduct
 frequent disruptions

17. Attitude of parents
 cooperative
 indifferent
 overly protective

18. Health of applicant
 excellent
 occasionally sick
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Signature: _____ Date: _____

Contact Phone: _____ Email: _____

TO BE COMPLETED BY AN ADMINISTRATOR

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Administrator Signature: _____ Date: _____