



RUNNELS

ELEMENTARY

K - 6

Name of Applicant

Applying for Grade School Year

To apply for admission, complete and return this form to Runnels School, P.O. Box 40444, Baton Rouge, LA 70835, or deliver to 17255 S. Harrell's Ferry Rd. in Baton Rouge. In addition to a completed application, all applicants must submit the necessary letters of reference and academic records from the last school attended. All of this information should be directed to the Admissions Office and will be treated with complete confidentiality. An entrance test will be required for all applicants in grades K - 6 and will be scheduled during registration time if there are openings available.

This application is an application only, and its submission does not imply any obligation on the part of the applicant to accept enrollment if offered and does not imply any obligation on the part of Runnels School to offer enrollment. Acceptances will be determined at the sole discretion of Runnels School, based on its admission policies. Factors included in determining acceptance include, but are not limited to, evaluation of test scores, past achievement and conduct records, personal interview, personal recommendations, and, of course, existence of vacancies. Please understand that this application is for the school year named above (and on p. 2) ONLY. The application will be kept on file during this named school year ONLY. For consideration for admission in another year, a new application must be submitted.

Runnels School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

When candidates are accepted, their return of the enrollment contract, with the enrollment fee, will complete the registration procedure. Because space is limited, a prompt response to an offer of acceptance is necessary.

APPLICATION FOR ADMISSION

School Year _____ - _____

STUDENT LEGAL NAME _____
Last First Middle Goes By - "Nickname"

Student SS# _____ Gender of applicant _____

Date of Birth _____ Present Age _____ City of Birth _____
mm/dd/yyyy

Home Address _____

_____ City State Zip

FAMILY INFORMATION

Parent/Guardian I - Name _____
Last First Middle

Relationship to student _____ Home Email _____

Home Address _____

_____ City State Zip Home/Cell Phone

Employer/Occupation _____ Work Phone _____

Parent/Guardian II - Name _____
Last First Middle

Relationship to student _____ Home Email _____

Home Address _____

_____ City State Zip Home/Cell Phone

Employer/Occupation _____ Work Phone _____

SIBLINGS' Names, Grades, and Schools Attending:

_____ Name Grade School

_____ Name Grade School

_____ Name Grade School

SCHOOL HISTORY

School applicant is attending or last attended:

School _____ School District _____

Address _____ City _____ State _____ Zip _____

Principal _____ Phone _____

What other schools has applicant attended? Give dates attended, grades, city, state, and zip.

Has applicant ever been retained? ____ Yes ____ No

Comments _____

Has applicant ever been tested for or diagnosed with a reading or learning difficulty? ____ Yes ____ No

If yes, please discuss the results and have available a copy of the report. It is not necessary to send at this time.

Has applicant ever had a psychological evaluation ____ Yes ____ No

If yes, please give the name of the psychologist or professional group who did the evaluation, date of the evaluation, and have available a copy of the report.

Has applicant ever been tested for speech and/or language therapy? ____ Yes ____ No

If yes, please have available a copy of the report.

Has applicant ever received speech or language therapy? ____ Yes ____ No

If yes, please give the name of the therapist or professional group and dates of the therapy.

Has the applicant ever been dismissed from any school for any reason? ____ Yes ____ No

Has the applicant ever been asked to withdraw from any school for any reason? ____ Yes ____ No

Has the applicant ever been suspended (in-house or out-of-school) from any school for any reason?

____ Yes ____ No

If you answered "YES" to any of the preceding three questions, please explain on a separate sheet of paper, including appropriate details and name of school and dates.

REFERENCES

Please give the names of three individuals whom we may contact for reference purposes.

Teacher _____
Name

Address City State Zip

Telephone

Teacher or Administrator _____
Name

Address City State Zip

Telephone

Personal _____
(Not a relative) Name

Address City State Zip

Telephone

Who referred you to Runnels School? _____

Signature of parent

Date

RUNNELS ELEMENTARY SCHOOL

Confidential Reference Form

To the parent: Please fill out the top portion of this form. Submit three reference forms: one to your child's teacher, one to a school administrator, and one to a personal reference.

Applicant's Name: _____ Applying for grade: _____ in 20____-20_____

I hereby waive all access to the information stated below. Signature of guardian _____

To the person filling out this reference form: We are considering an application for admission to Runnels Elementary School for the student named above. We thank you for your careful evaluation of the student. Please complete this page and return it to: Admissions Office, Runnels Elementary School, P.O. Box 40444, Baton Rouge, LA, 70835.

How long and in what context have you known the student applicant?

What are the first words that come to your mind to describe the applicant?

Please feel free to write whatever you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the candidate's academic promise, motivation, maturity, initiative, capacity for growth, special talents, and enthusiasm. We are interested in gaining insight into the strengths and weaknesses of the student.

Signature _____ Date _____

Please print name _____ Title _____

Relationship to applicant _____ Email _____

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