



APPLICATION CHECKLIST

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| <p>1. Attend an Open House or Tour*. Please contact our Administrator at Administrator@CityOfFountainsSchool.org to find out when the next scheduled tour is or to set up a private tour (parents/ guardians only). Having attended one in the last year counts!</p> |
| <p>2. Submit the Application for Admission with a \$50 application fee to:</p> <p style="text-align: center;">City of Fountains School PO Box 140441 Kansas City, MO 64114</p> |
| <p>3. Request to have your child's records forwarded from their previous school to:</p> <p style="text-align: center;">City of Fountains School PO Box 140441 Kansas City, MO 64114</p> <p>Please use our Records Release Form for this purpose.</p> |
| <p>4. Request two school evaluation forms to be completed by: 1 - A Current Teacher 2 - School Administrator (principal or guidance counselor) or second Teacher. Please mail or email to Administrator@CityOfFountainsSchool.org directly.</p> |
| <p>5. If needed, submit Scholarship Application</p> |
| <p>6. Once your child's application, application fee, school records and evaluation forms have been received, the Admissions Director will contact you to schedule a school visit for your child. Applicants to:</p> <ul style="list-style-type: none">- Grades 6-7 visit for three days- Grades 2-5 visit for two days (with possible 3rd day upon teacher's recommendation) <p>* Applicants to our toddler, kindergarten and rising 1st grade will be invited for shorter visits</p> <p>An Emergency Authorization and Consent Form must be filled out and left with the office before students can visit unaccompanied by a parent or guardian.</p> |
| <p>7. Submit: School Agreement, Medical history, Photo/ Field Trip Release, Vaccination Records and complete affiliation fee payment.</p> |
| <p>8. Upon enrollment to our Grades 1-7, your child's teacher will be in touch to schedule a home visit.</p> |

*Admissions decisions and any relevant tuition details will be shared following the completion of these steps.