



## **REQUIREMENTS FOR ADMISSION**

The Palmas Academy is committed to maintaining a diverse student population in an exciting learning environment. The Academy welcomes applications for admissions 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. The Palmas Academy is accredited by the CADIE and The Middle States Association of Schools and Colleges, and authorized by the *Consejo General de Educación*.

### **ELEMENTARY SCHOOL (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 6)  
*Evaluations must include observations and recommendations, plus additional testing if necessary.*
- d. Personal orientation with Admissions Director and School Principal (if necessary).
- e. Transcript from previous school (Grades 2 to 5).
- f. Letter of Recommendation from the Grade Level Principal / Counselor / Teacher (Grades 2 to 5)
- g. Letter from Business Office indicating good payment standing.
- h. Copy of Birth Certificate (Issued after May 2011 if born in Puerto Rico)
- i. Copy of Social Security Card (For official purposes only, according to Law #186 of September 1, 2006)
- j. Immunization Record (Original PVAC-3 green form)
- k. Hearing and Eye Test (Pre-K to Grade 3).

*Pre-K students need to be toilet trained.*

*Required age for Kindergarten is 5 years of age by November 30<sup>th</sup>*

### **SECONDARY SCHOOL (GRADE 6 TO GRADE 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 orientation 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.
- l. Copy of Birth Certificate (Issued after May 2011 if born in Puerto Rico)
- h. Copy of Social Security Card (For official purposes only, according to Law #186 of September 1, 2006)
- i. Immunization Record (Original PVAC-3 green form)

*\*If a student has been suspended from a previous school, was not promoted from a grade level, has low grades, obtained a below average score in the admissions test, or has a previously diagnosed learning disability, a complete psycho-educational evaluation is required prior to being considered for admission.*

*\*The Palmas Academy reserves the right to deny admissions.*