



A STEP-BY-STEP GUIDE TO COMPLETING YOUR APPLICATION

You have taken the first step in the admissions process at Lawrence Academy by receiving a packet of information on the school. We thank you for your interest in the Academy's educational programs. Should you wish to seek admission, you should follow the steps outlined to ensure prompt and fair procession of your application.

1. All candidates are required to have a campus visit as a part of the application process. Candidates are also required to schedule a face-to-face interview with the Headmaster as a part of the application process. Please call the school at (252) 482-4748 to schedule a campus tour and interview with the Headmaster.
2. Please complete the **Application for Admission** and return it. This application may be submitted prior to your visit to the Academy or you may wish to submit the application at a later date.
3. A parent or guardian should sign the **Release of School Records** and give it to the registrar at the student's present school. The registrar should mail this form and the transcript directly to the Lawrence Academy Admissions Office.
4. Students in grades 1-5 should give their current teacher the **Teacher Recommendation for Grades 1-5**. Teachers are responsible for returning evaluations to Lawrence Academy Admissions Office.
5. As a part of the application process, all candidates will be scheduled for admissions testing on the LA campus unless, as a part of their permanent school records, an appropriate, nationally-normed standardized test was administered in the most recent school year. Students applying for admission to Kindergarten will take the Kindergarten readiness test. Students applying for admission to grades one through twelve will take the California Achievement Test (CAT®) or the Stanford Achievement Test ®.
6. Once Lawrence Academy receives the school records, teacher recommendations and completed application, the Admissions Committee will meet to make its final decision.
7. Students will be notified of their admission status (accepted, provisionally accepted, denied) only after these steps have been completed.
8. When a student is admitted to Lawrence Academy and enrollment contract is sent to the family and must be returned to the Business Office.

Lawrence Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.