SESO

Southwestern Educational Society

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SCHOOL ADMISSION PROCESS

Application

[1] Parents are given information about the school. Upon request, a tour of the facilities a/o student visit (prospective applicants may spend a school day with the group they would be joining) will be scheduled by the admissions office. Applicant's parents will be directed to the online application feature Enroll Me on Gradelink.

**At the moment, due to covid restrictions we are not able to give tours of our facilities a/o have prospective students spend the day on school premises.

[2] All the online application documents must be filled and the following documents uploaded to the application before submission before the application for enrollment is considered:

- Physical Examination Form completed by a licensed Physician
- Vaccination Form (PVAC-3): Immunization requirements must be up to date.
- Copy of Covid Vaccination Card: Must include all doses required for age.
- Psychometric Evaluation (1st-12th Grade)
- Recent photos of applicant
- Birth Certificate
- Copy of parent's ID with photo

[3] For grades 1st-12th the admissions office must also receive from the previous school the following documents before enrollment is considered:

- Official Transcripts & most recent Report Card from previous school
- Letter of Recommendation Form completed by the previous school
- Letter of Good Standing from previous school, if private.

Admission

[1] Once the online application and all documentation had been uploaded and submitted:
**Original documents must be handed in at the main office before on or before testing day.

- Preschool applicants will have an entrance interview with the Preschool Academic Director a/o School Psychologist.
- Elementary and High School applicants will take a Math, English & Spanish admission /placement exam.
- The Application Processing Fee of $50/student must be paid on or before the date of the interview a/o exams. This fee is non-refundable.

[2] The Admissions Committee will make a recommendation of admission to the school director based on the applicant's school record as evidenced by the documentation submitted and space availability.

IMPORTANT NOTE: In some cases, the Admissions Committee may request any other document needed from the parents in order to determine the admission, such as: Math tests, teacher's recommendations, other evaluations, etc.

[3] Applicant's parents will receive notice of the application status and admissions letter by email. A meeting with the Head of School and Academic Director may be scheduled to discuss any additional enrollment a/o class schedule details.

Enrollment

[1] After the admission notification, applicant's parent/s will meet with the accounts receivable agent for a Tuition Policy orientation where they will sign and turn in the last page of the agreement document with the corresponding payment at the school's main office.

[2] The Accounting Department will not receive enrollment payments until the Tuition Policy's last page is signed and turned in.