



ACADEMICS ADMISSIONS

Admissions Checklist

Welcome!

We are pleased you are considering Jacksonville Country Day School for your child's educational experience! To be considered for admission to our school, please use this checklist to ensure all items in your child's application are complete.

- ✓ **Take a tour:** Call our admissions office to schedule a campus tour.
- ✓ **Apply:** Complete the online application at www.jcads.com.
- ✓ **Pay the application fee:** The \$100 non-refundable application fee may be paid online during the application process or through the Business Office.
- ✓ **Fill out the Parent Questionnaire:** Please complete and return to the Admissions Office.
- ✓ **Take Teacher Recommendation Form to current teacher:** Please ensure your child's current teacher completes the Teacher Recommendation Form and returns it directly to the JCDS Admissions Office.
- ✓ **Request transcripts from current school:** For students entering grades 1-6, complete and submit to your child's current school office and have records sent to the JCDS Admissions Office.
- ✓ **Send in copy of Birth Certificate:** A copy of your child's birth certificate is required for all admissions applicants.
- ✓ **Attend Evaluation Visit:** The Admissions Office will contract you to schedule an evaluation visit. Group evaluations are held in January and February. Contracts will be offered for new students beginning in March. The Admissions Office will continue to evaluate candidates as long as space remains available. Once classes are filled, eligible candidates will be placed on a wait list and called as openings occur.