



Dear Candidate,

We are pleased to have you applying to Chapel School. Please complete the application package and submit it with all the required documents. Recommendations and records should be completed and returned sealed, faxed or sent electronically to Chapel School. The Admissions Office will **ONLY** consider your application after receiving all documents and recommendation forms. If you have any questions, feel free to contact our Admissions Office.

To help you in this process, please refer to the following checklist:

APPLICATION CHECKLIST FOR EARLY CHILDHOOD EDUCATION:

- APPLICATION FORM (**must** be completed and signed by parents)
- SCHOOL INFORMATION FORM (**must** be completed and signed by school personnel)
- SCHOOL RECOMMENDATION
- OFFICIAL COPIES OF TRANSCRIPTS AND REPORT CARDS FROM CURRENT/PREVIOUS SCHOOL YEARS
- OFFICIAL COPIES OF PERSONAL FILE
 - Copy of health records (if applicable)
 - Copy of Special Education screening (if applicable)
- TWO PHOTOGRAPHS (3x4 size)
- COPY OF VACCINATION RECORD
- COPY OF PASSPORT AND SOCIAL SECURITY NUMBER (if applicable)
- COPY OF BIRTH CERTIFICATE
- COPY OF RG OR RNE (PROTOCOL)

**Chapel School
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Admissions Office**

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