

# Highlander School

9120 Plano Road • Dallas, TX 75238 • 214-348-3220

## Elementary Enrollment Process for 2021-2022

- At least one parent must attend an Admissions Open House/Zoom tour.
- Complete Student Application and Student Information forms and return to office. Application fee is due at this time.
- Schedule and complete student's classroom visitation.
- Submit Teacher Evaluation & Record Release forms to current school. Forms must be returned to Highlander School prior to acceptance.
- Schedule and complete testing. Testing fee is due at this time (\$100 payable to the teacher who does the testing).
- Schedule conference with teacher to review test scores and discuss tutoring. Schedule tutoring with teacher.
- Sign and return Tuition Agreement. This is a binding legal document. When Tuition Agreement has been executed by parent and school, there will be no refund of any fees or tuition obligation.
- Submit Admission and Activity fees with Tuition Agreement. Application fee will be deducted from Admission fee.
- Send in forms from May packet per dates indicated, including birth certificate, state-required health screenings, and Doctor's Statement (dated after May 1, 2021).
- Pay annual or semester tuition on June 1, 2021. We do not send out invoices, so please mark your calendar to avoid late fees. Report cards will be held until all fees and tuition have been paid.
- Student must complete scheduled tutoring.