



**Shawnee Nazarene Academy**  
B L A Z E R S

## ***Steps to Admissions***

Shawnee Nazarene Academy welcomes your interest in our school! At SNA you will find an environment that encourages a love for learning and the development of Christian character. This document describes the student application process and our Admissions policies. If you have any questions, please contact our Administrative Office at 913-303-1142 or email [snaoffice@shawneenaz.org](mailto:snaoffice@shawneenaz.org)

### **STEP 1 - SCHEDULE A TOUR**

Come meet us!! We encourage you to tour the SNA campus before submitting an application. Tours are available by contacting the school office.

### **STEP 2 - COMPLETING THE APPLICATION**

We accept applications at any time for the current academic year. Applications may be submitted in January and later for the following academic year. For each student applying, please:

1. Complete the application for each child. Go to this site: <https://shawneenaz.churchcenter.com/people/forms/247352>
2. An application fee will be submitted for each student as part of the application process.
3. A copy of the student's birth certificate (copy MUST show seal) must be submitted to the school office.
4. A copy of a recent report card (if applicable) and your child's current immunization record must also be submitted to the school office in person or via email.
5. Send the student's most recent standardized test results if available. Your student's school will have this information if you do not. (N/A to kindergarten students)
6. Sign and date the Statement of Cooperation for Parents and Guardians which is part of the enrollment process. This document acknowledges that you have read and are in agreement with SNA Philosophies and Policies and will also adhere to policies in the SNA Parent/Student Handbook.
7. Each student must have a school physical form completed by a doctor as well as a medical history form completed by a parent.
8. All paperwork will be submitted before we are able to schedule the entrance assessment and family interview.

### **STEP 3 - STUDENT ENTRANCE ASSESSMENT**

Shawnee Nazarene Academy works hard to ensure each child will succeed. It is important for us to understand a general overview of your child's learning level. The purpose of the entrance assessment is to allow us to get to know your child's strengths and weaknesses.

### **STEP 4 - FAMILY INTERVIEW**

Upon completing the entrance assessment, the Principal's office will contact you for your family interview. Family interviews are with the Principal. Both parents/guardians should attend this meeting along with their student(s). This is the time to get to know our distinctive education program, our administration, to state your reasons for seeking enrollment at SNA, and discuss your child's curriculum, extracurricular interests, special needs, and expectations for student life.

### **STEP 5 - FINALIZING STUDENT ENROLLMENT**

Official student enrollment will be finalized once all fees have been paid and additional documentation has been submitted to the school office. This includes SNA's emergency contact and student pickup form. This information should be submitted prior to August 1st of the upcoming school year.

### **ADMISSIONS POLICIES**

1. School records and entrance assessments are considered in establishing the potential academic success of each candidate.
2. Students transferring from other schools must provide a transcript of academic achievement and health records.
3. All immunizations records and physical examinations must meet state and local school district guidelines.
4. Prospective Kindergarten students must be at least 5 years of age by September 1<sup>st</sup> of the school year.
5. Prospective First Grade students must be at least 6 years of age by September 1<sup>st</sup> of the school year.
6. Shawnee Nazarene Academy admits students of any race, color, religion, national and ethnic origin.