

Admission Checklist

Welcome

Thank you for your interest in Leadership Community School (LCS) - Wa.

We are pleased that you are thinking about becoming part of our learning community. While we know that applying to enrol in a new school can be a time-consuming and, sometimes, an anxiety-producing process, **we want you to know that we are always available to answer your questions as swiftly as possible.** We hope we will be able to welcome you into our **international school community** soon.

~ The LCS Office of Admission ~

Use the application checklist below to keep track of all deliverables, as you gather information from a variety of sources in completing the forms. **JUST TICK AS YOU ACQUIRE THE RESPECTIVE INFORMATION.** All forms included in this packet are also available in electronic format on our website: www.lcsghe.com. You may submit all completed application forms directly to our official email: WELCOME@LCSGH.EDUCATION OR drop them off at the **School Administration (Located at the Primary Campus).**

Step 1 – Gather These Documents

- ADMISSION FORM
- APPLICATION FEE (we require a non-refundable GhC 30 Application Fee when picking up the Admission Form).
- ONE PASSPORT-SIZED PHOTOGRAPH OF CHILD
- ONE PASSPORT-SIZED PHOTOGRAPH OF YOURSELF
- COPIES OF CHILD'S LAST TWO (2) YEARS' SCHOOL REPORT CARDS
- A COPY OF CHILD'S IMMUNIZATION RECORDS
- COPIES OF CHILD'S MEDICAL REPORTS (these include special health information, and examination reports).
- A COPY OF CHILD'S BIRTH CERTIFICATE, NATIONAL ID, OR PASSPORT PAGE (i.e., the photograph identification page).

Step 2 – Complete the Admission Form

- Provide accurate responses to all required information in the Admission Form.
- Call Administration to clarify any requirements / information.
- Review all information provided in the form before submission.

Step 3 – Submit All Documents Together

- Application will be rejected if it is NOT complete.
- We will NOT be liable for any wrong information provided on the Admission Form.
- After submission, allow up to two (2) weeks for your application to be reviewed.

Step 4 – Prepare Your Child for Any Required Entry Assessments

- ❑ Students who **qualify** through the initial screening would be asked to come and write their respective ENTRY ASSESSMENTS.
- ❑ Entry Assessment is **ONLY** meant to help in deciding which Level/ Class the child is best suited for (academically).
- ❑ An **Admission Packet** (which contains: Admission Letter, Student Bill, Admission Agreement & List of Supplies for Preschool Students) would be given to you within 1 week after this Entry Assessment.

FINAL STEP - PAY ALL FEES & PRESENT ALL SCHOOL SUPPLIES

- ❑ ALL NEW ADMISSIONS ARE **ONLY** VALID WHEN THE SCHOOL FEES AND ALL OTHER APPLICABLE FEES ARE PAID **IN FULL** BEFORE THE OFFICIAL REPORTING DATE.
- ❑ Present your paid School fees bank slip or confirmation message to the Administration **BEFORE** the **FIRST DAY** of school.
- ❑ Present **ALL** required SUPPLIES for Preschool Students to the Administration **BEFORE** the **FIRST DAY** of school.
- ❑ Present **SIGNED ADMISSION AGREEMENT** to the Administration **BEFORE** the **FIRST DAY** of school.
- ❑ Pick up **ALL REQUIRED** exercise books and textbooks from the Administration **BEFORE THE FIRST DAY** of school.
- ❑ **REFUSAL TO PRESENT AND PICKUP ALL REQUIRED MATERIALS WOULD BE CONSIDERED A REJECTION OF THE ADMISSION OFFER.**

Contact us if you have any questions.



LEADERSHIP COMMUNITY SCHOOL
Great Minds. Great Leaders