GRACE ACADEMY

2020-2021

Dear Parent/Guardian,

Thank you for your interest in Grace Academy. Please find enclosed the materials you will need for our application process.

Grace Academy follows the highly successful *NativityMiguel* model developed in New York in 1971. Today, 70 *NativityMiguel* schools help educate and empower young inner-city students to reach their full potential. We work to inspire in students a love of learning, an awareness of their own interests and ideas, a fundamental understanding of culture, and an abiding sense of responsibility to their community. Our faculty and staff works closely with you and your daughter. It is our mission to build relationships between our school and the community, and develop the kinds of personal and institutional support that will ensure your daughter's continuing success in high school and college.

After you have completed the forms and provided us with verification of family income, we will schedule an interview with you and your daughter. We look forward to meeting you.

Sincerely,

Matthew Fitzsimons
Head of School
Grace Academy
277 Main Street
Hartford, CT 06106

GRACE ACADEMY

Admission Application Instructions: 2020-2021

Dear Parent/ Guardian,

Thank you for your interest in Grace Academy. Please read these Admission Application Instructions and follow the directions carefully. The Application for Admission, Transcript Release form, and two Recommendation forms are enclosed with return envelopes.

We will admit 15 girls in August 2020 for our 5th grade. We will admit 6th grade students space permitting. We recommend that you complete and return all of the required forms as soon as possible. Since space in each grade is limited, we will not be able to accept all those who apply.

Please follow these steps:

1. Please complete the **Application for Admission** and return it to Grace Academy in the return envelope provided. Please note that since Grace Academy is a tuition- free school, your application must include **current** copies of your Federal Income Tax Return (Form 1040 or equivalent) and W-2 forms. If you do not file tax returns, you must submit an authorized letter or form from a state or federal agency stating your sources and amounts of income aid. We will not admit students without current family income information.

2. Please fill out and sign the **Release Form for Transcript of Grades**. Deliver the form and return envelope to your daughter's current school and ask that a copy of her academic record be faxed or sent directly to Grace Academy.

3. Please give a **Recommendation Form** and a return envelope to two of your daughter's teachers, one of whom must be teaching your daughter now. Ask that it be completed and returned directly to Grace Academy. The teachers should know your daughter well and be able to evaluate her character and abilities.

4. When all the necessary paperwork has been received, Grace Academy will call to schedule an **Interview** for the student and at least one parent or guardian. Interviews typically last 30 minutes. We also **strongly recommend** prospective students and their families to attend an open house.

5. A time will be scheduled for your daughter to take the **Grace Academy Admissions Test**. Our exams are individually scheduled and will last approximately 1 hour. This required test will only be given to students whose applications have been received by the school. If for good reason your daughter cannot take the test on the scheduled date, please call the school to reschedule.

6. Upon completion of the above, prospective students are invited into the ***Rising Star Program.*** This four-week educational program is designed to prepare 4th and 5th grade students for full entry into Grace Academy. The program includes daily math and Language Arts instruction along with enrichment activities. It also gives students the opportunity to meet fellow students and teachers, and understand the culture of our school. Enrollment in fifth/sixth grade is contingent upon completion of the ***Rising Star Program.***

If you have any questions regarding the school or application process, please contact us.

Grace Academy – 5th – 8th Grade Middle School

277 Main Street, Hartford, CT 06106

2020-2021 Application for Admission

[Please type or print **ALL** information. Incomplete applications will **NOT** be accepted.]

Please note that we are accepting applicants entering Grade 5 for the 2020-2021 school year. We will admit 6th grade students, space permitting

Student Information

Applying for Grade _____

Student's Name: _____
[first] [middle] [last]

Date of Birth: _____ Age: _____

Place of Birth: _____ Present Grade: _____

Present School: _____

Family Information – Please supply the following information for both parents.

	Mother	Father
Name:		
Street Address:		
City, ST, Zip:		
Relationship (mother, father, grandparent, etc.)		
Home Phone:		
Employer:		
Occupation:		
Work Phone:		
Cell Phone:		
Email:		

Family Information:

Please check all that apply:

____Parents live together
____Parents are Divorced or Separated

_____Mother Deceased
_____Mother Remarried

_____Father Deceased
_____Father Remarried

With whom does the student live? _____

(IF parents are separated or divorced) Please send information to:____Mother____Father____Both

Household Members- All Children and additional adults who live with the student.

Children: (brothers and sisters of applicant)

Name	Age	Relationship to student	School Name

Grace Academy is a tuition free school which seeks to enroll girls from low-income families in the City of Hartford and immediate areas. Therefore, family income is one of the most important factors considered.

Annual Family Income (from all sources): $_____Number of Dependents: ____

Parent/Guardian:_____ Social Security #_____

Parent/Guardian:_____ Social Security#_____

Please supply:

- **Copy of student's Birth Certificate**
- **Proof of Social Security Benefits or Public Assistance (if applicable)**
- **Completed 2018 tax return (form 1040)**

Optional

Ethnic Background *[Optional -- Please check one]*

_____African-American African	_____Asian-American Asian Pacific Islander	_____Caucasian/Anglo European/American	_____Native American Alaskan Native
_____Latina, Hispanic, Chicano	_____Caribbean	_____Other_____	

Religious Affiliation: _____

Your Education: Some High School ___, High School Diploma __, Some College __, College Diploma___

About your daughter's school history

List the schools your daughter attended. Please include the year. (Start with nursery school if applicable)

_____

_____

_____

_____

Has your daughter ever participated in bi-lingual (ESL) education? _____

If yes, in what grade(s)? _____

Has your daughter ever been evaluated by the Committee on Special Education? Yes_____No_____
If yes, please include a copy of the IEP. It is very important that the school has this information to better serve and educate your child.

Please check the services your daughter has received in public school. It is important that we have this information in order to provide the best education for your child.

☐ Resource room ☐ Speech therapy ☐ Occupational therapy ☐ Counseling ☐ Family Therapy

Is your child presently receiving any services in the following:
Special Education Behavior Management Other

Medication: Does your child presently take any prescribed medication? Yes___or No ___
If so, Please List Medication_____Physician Prescribing_____

Has your daughter ever attended summer school? _____

If yes, in what grade(s)? _____

Your daughter as a student

How would you describe your daughter as a student? _____

_____

_____

_____

Please name three areas where your daughter is successful (school related). _____

_____

_____

Are there any areas in which your daughter needs improvement? Please name them.

_____

_____

Your daughter and homework

If your daughter needs help with homework, who could help her at home? _____

_____

_____

Thinking about the future

What are your expectations and goals regarding your daughter's education? _____

_____

_____

_____

Is there any special activity or subject you would like your daughter to participate in or learn about?

_____

_____

About you (and family)

We are a very small community that relies on everybody's talents, gifts and expertise. As you become part of this family we would like to know what new talents we can add to the list.

Is there any special talent, activity, expertise that you or any member of your family would like to share with the school? _____

_____

Would you like to participate in the school's Parent Association? _____

_____

Can you volunteer a few hours a month? _____

_____

It is my wish to cooperate fully with the rules and policies of Grace Academy if my child is accepted.

Parent/Guardian Signature:_____ Date: _____

Policy of Non-Discrimination Grace Academy admits students of any race, color, creed, or national origin to all rights, privileges, programs and activities generally accorded or made available at the school. Grace Academy does not discriminate on the basis of race, color, creed, or national origin in the administration of its educational policies and scholarship, athletic, and other administered programs.

GRACE ACADEMY

Teacher Recommendation

To the parent/guardian:

Please write your daughter's name in the space below and give this form to a current teacher.

Name of Student: _____
First Middle Last

To the Teacher:

The student named above is applying for admission to Grace Academy of Hartford, an independent and private tuition-free middle school for girls of Hartford. The school will prepare students for academic success and inspire its young women to become agents of transformation in their families, communities and society. We are asking your assistance with our mission by providing your assessment of this student's character and academic achievement. Thank you for taking the time to comment on this student's behalf.

How long have you know this student? _____

In what capacity? _____

Please rate the student on the following criteria by checking the appropriate box.

	Always	Often	Usually	Rarely
Student arrives prepared for class				
Student works to ability				
Student completes homework				
Student follows directions				
Student completes classwork				
Student shows respect for peers				
Student shows respect for adults				
Student is respected by peers				
Student demonstrates academic potential				
Student demonstrates appropriate social skills				

Does the student receive any school-related services? If yes, please circle those that apply:

Recourse Room Speech/ language therapy Title 1 Remedial Reading

Title I Remedial Math ESL Other_____

Has the student even been tested for Special Education? Yes No

Does the student have an Individualized Education Plan (IEP)? Yes No

What do you think are this student's special talents and/or strengths?_____

_____

_____

What do you think are her greatest weaknesses or areas in need of improvement? _____

_____

_____

How does this student contribute to your class and/or school environment? _____

_____

_____

Please list any extracurricular activities the student participates in at school: _____

_____

Please comment on the student's academic abilities, maturity, leadership potential and other factors that may impact this student's potential for success at Grace Academy (Feel free to attach additional pages if necessary):

_____

_____

_____

_____

_____

_____

_____

_____

_____

I recommend this student for admission to Grace Academy: (Please check)

	With Enthusiasm	Strongly	Fairly Strongly	Without Enthusiasm
For academic promise				
For character and personal promise				

Name: (please print):_____Signature: _____

School:_____Telephone: _____

Email:_____

Please return this recommendation in the attached envelope or email it to Admissions at Gbolduc@GraceAcademyHartford.org at your earliest convenience. Thank you!

GRACE ACADEMY

Teacher Recommendation

To the parent/guardian:

Please write your daughter's name in the space below and give this form to a current teacher.

Name of Student: _____
First Middle Last

To the Teacher:

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Student completes homework				
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What do you think are her greatest weaknesses or areas in need of improvement? _____

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How does this student contribute to your class and/or school environment? _____

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Please list any extracurricular activities the student participates in at school: _____

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Please comment on the student's academic abilities, maturity, leadership potential and other factors that may impact this student's potential for success at Grace Academy (Feel free to attach additional pages if necessary):

_____

_____

_____

_____

_____

_____

_____

_____

_____

I recommend this student for admission to Grace Academy: (Please check)

	With Enthusiasm	Strongly	Fairly Strongly	Without Enthusiasm
For academic promise				
For character and personal promise				

Name: (please print):_____Signature: _____

School:_____Telephone: _____

Email:_____

Please return this recommendation in the attached envelope or email it to Admissions at Gbolduc@GraceAcademyHartford.org at your earliest convenience. Thank you!

GRACE ACADEMY

Release Form for Copy of Transcript of Grades

Completed by Parent/Guardian & School

Instructions to Parent or Guardian:

1. Please fill in your daughter's name and the name of her previous school in the spaces below, and sign and date.

I hereby authorize_____(previous school) to release a copy of the academic record of_____(daughter's name) to Grace Academy.

Parent or Guardian's Signature:_____Date:_____

Instructions to School:

We request that a copy of the school transcript be forwarded directly Grace Academy for the student named above. Your prompt response to this request is greatly appreciated. Our Fax number is 860-263-8301.

Please call us if you have any questions regarding the school or this request for a transcript. Thank you very much for your assistance.