



# Campus School

# Enrollment Process

Thank you for your interest in enrolling your child at Campus School. Please review the eligibility requirements and application process for admission below.

## STUDENT ELIGIBILITY

Prospective students must meet the following criteria:

1. Applications are submitted on the child's fourth birthday or any date thereafter. The child must be at least four years old at the time of application. \*Copy of birth certificate is required.
  - a. If the fourth birthday takes place during June, July, or August while school is closed for the summer break, the application may be submitted during the month of May. The official application date **will be the exact date of the child's fourth birthday**.
  - b. If the fourth birthday occurs on a weekend or other date that school is closed during the school year, the application **will not** be accepted until the next school day.
2. The child's parent or guardian must be a **current, physical resident of Rutherford County** upon submission of application. \*Proof of residency is required with application submission.

## HOW TO APPLY

- Applications for admission are available at the school office and may be picked up during regular school hours.
- Applications may be completed on site or returned to the office at a later date.
- A copy of the prospective student's birth certificate and a current proof of residency must be provided at the time of application for the application to be considered complete.

## PROOF OF RESIDENCY

- A current utility bill is required to satisfy proof of residency. The bill must be electric, gas, or water only with the parent's name and address printed on it.

## WAITING LIST

- The date of the child's application determines waiting list order for all grade levels.

## SLOT OFFERS AND ENROLLMENT

- Kindergarten, fourth, and fifth grade slot offer letters are mailed in early spring.
- Priority consideration is given to siblings of current students provided an application has been completed and submitted **by December of the year preceding admission**.
- Once all slots have been filled, remaining applicant families will be notified via email. **If you would like for your child to remain on the waiting list in the event a vacancy occurs, you must respond to the email to make that request. Your child's application will remain on the list and move to the next grade level keeping the original application date. If no response is received, your child's name will be removed and it will be necessary to reapply for future consideration.**
- Children with a "young" birthday occurring in May, June, July, or August may remain on the Kindergarten waiting list for the following school year keeping the same application date regardless of whether he/she enrolls and completes Kindergarten or Kindergarten Readiness at another school. **It is the parent's responsibility to notify the school of this decision no later than December of the year preceding admission to ensure the child's application is on the correct waiting list.**