

# How to apply to Westfield!

- 1 Complete and submit an online admission application at [westfieldschool.org](http://westfieldschool.org) and upload required documents (copy of birth certificate, Social Security card, immunization record, and eye/ear/dental screening form) for your child to The Westfield School Admission Office.
- 2 If you are interested in applying for financial aid, you may do so as soon as we have received your child's admission application. Once your financial aid application has processed through FACTS, our Business Office will contact you.
- 3 The Admission Office will contact you to set up an appointment for your child to have an admission test (grades 1 - 12) or an admission evaluation (Pre K and Kindergarten) which is conducted at our Pre K and K Play Days. Pre-K/Kindergarten admission evaluations are conducted starting in late January through February.
- 4 **For students applying to grades 2 - 12**, we will need your child's school records (transcript, standardized test scores, attendance record, etc.) You may have your child's current school send these records to us via fax (478-987-7379) or by mail (P.O. Box 2300, Perry, GA 31069). If you prefer, Westfield can request these records on your behalf by sending your signed Records Request form (part of the application) to your child's school. **Please note that we must receive the school records and the teacher recommendation forms for your child before we can make an official admission decision.**
- 5 Once you have completed the admission process (your child has been tested or evaluated for admission and we have received all documents and school records needed), we will notify you of our admission decision. If your child is accepted for admission, an enrollment contract will be sent to you. Once the contract is completed and signed, your child will be officially enrolled.

## When should we apply?

The enrollment period for the next school year (2023-2024) begins October 1, 2022. We recommend that families apply as soon as possible, especially for families with children who are Lower School-aged as those grades are at or near full capacity. In order to have the full 12 months to spread out tuition payments, families need to have completed the admission process and sign their enrollment contracts before March as the tuition year for the 2023-2024 school year runs from March 2023 through February 2024. Families may enroll after March, however they will have fewer months for spreading tuition payments.

## Questions?

For questions regarding admission to Westfield, your child's application, admission testing, shadowing, or campus tours, please contact our Admission Office at 478-987-0547 ext. 223 or email [mjkinnas@westfieldschool.org](mailto:mjkinnas@westfieldschool.org).

For questions regarding the enrollment contract, tuition payments, financial aid, etc., please contact our Business Office at 478-987-0547 ext. 227 or 228 or email [ktaylor@westfieldschool.org](mailto:ktaylor@westfieldschool.org).