



## **ADMISSIONS POLICIES AND PROCEDURES**

Welcome to CRIA! We accept applications from students of all nationalities who would benefit from our educational program and whose parents share the school's philosophy and objectives. Admission is granted to a student when it has been determined that the school has the appropriate program and resources to meet that individual's learning needs.

Applications for both immediate and future entry are considered at any time throughout the year. High School students (grades 9-12) can enroll for a minimum of one semester while students in Toddler – Grade 8 may enroll for a minimum of one quarter. If a waiting list for any grade is necessary, qualified applicants will be admitted according to established policies on priority.

At the time of admission, in line with its philosophy and mission, CRIA will endeavor to maintain an international school community. As a US accredited college preparatory school, the primary language of instruction is English for students in Grades 3 and up (dual language Toddler to Gr. 2). Basic beginner English Language Learners (ELL) shall not exceed 25% of any grade level from Grade 3-8. In Grades 9-12 (High School), students need to be proficient in English and be able to succeed in the mainstream English medium classroom subjects.

By enrolling your child in Costa Rica International Academy, you are agreeing to abide by the policies and procedures explained in the Family Handbook, available on the school's website.

## **APPLICATION PROCEDURES**

Applicants for admission to CRIA are strongly encouraged to apply as early as possible, as waiting lists are possible at all grade levels. Students wishing to enroll in August should submit completed application forms before March 1st; and for those wishing to enroll in January, applications should be made by October 1st. However, depending upon available seats, rolling admissions are accepted throughout the year for students in Grades Toddler through Grade 8. High School students are admitted at the beginning of the fall or spring semesters only.

A placement review by the Child Study Team, inclusive of the school counselors, division principals, Learning Support and ELL teachers, is required for all students who declare a requirement for support in ELL, Learning Support services, or if a need for specialized support is identified in the application documentation process.

Our admission procedures are essential for the correct placement of new students and are designed to allow for the smooth transition of students to and from US-accredited school programs. Where possible, it is important that teachers are informed well in advance of new students joining their classes in order to allow sufficient preparation time to welcome and settle the student.



A test of proficiency in English is a requirement for students potentially needing support in ELL who are applying for admission to Grade 9-12 to determine whether the student can be a success in the mainstream classroom without ELL support.

It is necessary to complete the following procedures prior to student admittance. Apply using the print/scan/email or the online application method:

1. Download [Application for Admission](#) or use online form
2. Print the application
3. Fill out form, scan and send to Rebeca Zuniga at [r.zuniga@criacademy.com](mailto:r.zuniga@criacademy.com)
4. Prepare other documents for submission (Health Form; transcripts and previous report cards; recommendation letters; copy of passports; recent photo; Family Handbook Agreement form)
5. Submit all completed forms for the approval process. Approvals are done by the division principals.
6. A seat is not guaranteed until the application is approved by a Division Principal AND the Tuition Fee Deposit, and the New Student Fee are both paid in full.

CRIA does not discriminate based upon religion, ethnicity, race, color, nationality, sex, disability, marriage status, gender, and sexual orientation.

#### **Enrollment Priorities\***

Priority on the enrollment waitlist is based upon the following criteria:

1. Child of full-time teaching faculty member
2. Sibling of currently enrolled student
3. Previously enrolled student, provided their CRIA payment and behavioral records are in good standing
4. Students enrolling for a full year of school at CRIA
5. In the order of receipt of a completed application form

\*Enrollment priority candidates must meet all criteria for acceptance as normal procedures; priority status does not exempt a candidate from meeting such criteria.

#### **New High School Student Start Date Deadline**

Late Start Date policy is applicable for HS students new to CRIA only. Should a new HS student enter ten or fewer days at the beginning of their first semester at CRIA, any coursework missed must be made up. If a HS student applies to enter eleven school days or more at the beginning of their first semester at CRIA, the student is not admitted to CRIA, and they may re-apply for the next calendared CRIA semester.

Step	Primary Toddler to Gr. 2	Primary Grades 3-5	Secondary Grades 6-12
1	Complete and submit application form		
2	Application Review: Medical report/school reports/transcripts. School Counselor, ELL and Learning Support Teachers review student applications for areas requiring special attention; medical, Learnings support, ELL		
3	N/A	ELL review and assessment	
4	N/A	ELL teacher recommends gr. level & class placement	ELL teacher recommends grade placement
5	N/A	N/A	HS students get appt with the Secondary Principal to discuss timetables and any elective course choices. If necessary, input from the Counselors and LSP Teacher
6	The relevant division principal reviews applications and provides approval for admission, class, and grade placement, and start date		
7	Students and parents/guardians are notified of student's placement and given a date to start school by the Admissions Team		
8	Admissions Team notifies of class placement start date.	Homeroom teachers and subject teachers are notified of the student's placement and start date by the Secondary Principal	
9	Within the first few weeks of placement, teachers informally review the transition of students into the school, to determine the correctness of the placement. Where considered necessary, teachers will follow up with the division principal and parents to discuss any placement issues or concerns.		



## **Placement Requirements**

Students are accepted throughout the year but will be placed in a grade or class according to their birth date for Toddler to Grade 1 placements and the determination made by the administration and relevant staff. The School Director's decision in such matters will be final. The placement will reflect the student's previous educational experience, age, physical and emotional maturity, language proficiency, academic needs, and time of enrollment. Student records must be made available prior to final placement and further assessment and testing may be requested and conducted as necessary.

In exceptional circumstances, this initial placement may be tentative, and the school may advise a change of class after the child's abilities have been thoroughly observed in class during the two- or three-weeks following admission.

Students entering the school after the start of any given school year will be placed in the grade level equivalent to the current grade placement in their previous school or that which they have just completed. Grade level equivalents are to US accredited school grade levels. Promotion to the next grade level will be effective from the next school year in August.

The school will determine the acceptability of students applying for Grade 12 on an individual basis. Only students who will fulfill all the requirements for graduation will be admitted. Students must take a minimum of 6 (six) credit courses each year, for a total of 24 credits for graduation. 8 semesters of satisfactory work must have been completed by the end of the Grade 12 year. A transcript showing clearly that all requirements can be met, will be assessed by the College Counselor before the student will be allowed to begin classes. It should be understood that the student will not be eligible for the HS Diploma unless he/she has successfully completed the required credits by subject area in the Family Handbook.



### Initial Grade Level Placements

Age	Grade Level
Three years old before September 15th	Toddler
Four years old before September 15th*	Pre-K
Five years old before September 15th**	Kindergarten
Six years old before September 15th	Grade 1
Report Card for Placement (previous grade)	Grade 1-5

\*If a child’s fourth birthday falls within **21 days** after the September 15<sup>th</sup> cutoff date, AND he/she has already completed one year of a three-year-old program, upon parental request, the child may be considered for the Pre-K program placement.

\*\*If a child’s fifth birthday falls within **21 days** after the September 15<sup>th</sup> cutoff date, AND he/she has already completed one year of a Pre-K program, upon parental request, the child may be considered for the Kindergarten program placement. (In all cases, the decision for grade level placement rests with the division principal.)

### Special Needs and Behavioral Records Disclosure

The school has limited resources to attend to students who have physical and/or learning disabilities or behavioral challenges. Admission acceptance in such cases is determined by the school on a case-by-case basis. Mild to moderate learning support needs may be provided for students K-12, only as accommodations within the mainstream program and not through *modifications* to the school’s standards. In the High School (Grades 9 to 12), the courses are college preparatory and have a demanding academic emphasis.

Students with past records of behavioral challenges, IEPs, or special needs, however minor, must disclose such information during the application process. If it is determined that a student is accepted to CRIA without parents disclosing important information for acceptance, or during enrollment it is found that CRIA does not have the support services to attend to the special needs, behavioral, academic, or emotional, the family shall be counseled to withdraw enrollment in the best interest of their child and/or the school community. **Enrollment to CRIA is contractually for one year and is not guaranteed in subsequent years.**

### RELATED DOCUMENTS

Tuition and Fees Policy. Family Handbook.  
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