

Admissions Checklist



Admission to ECA is based on an evaluation of academic records, a recommendation from the former school, a personal interview with the student and the availability of class space. Class size limitations may prevent the admissions of all students who are academically capable of benefiting from ECA's programs. ECA primarily serves the children of international corporations and diplomatic agencies. International families and students from shareholding companies have priority in admissions.

Please submit all of the information requested below. Any omissions of records or information considered essential to a thorough admission evaluation may result in denial of admission and/or continued enrollment.

Required documents: (ECA forms including an on-line application are available online at: <http://www.eca.com.ve/Admission/checklist.shtml>)

- **ECA Application Form for New Students**
- **Photocopy of student's passport**
- **Admission Application Questionnaire (to be completed by current school)**
- **For Nursery, Pre-Kinder or Kindergarten applicants: Parent Questionnaire**
- **ECA Student's Health Record** (with evidence of a recent medical examination)
- **One recent passport photo of applicant for the application form**
- **Report cards or transcripts for a minimum of the last three years of school (including the current school year) in English or with an English translation provided.**

Please include: standardized test scores, educational or psychological evaluations, work samples or any other information pertinent to the student's academic history or educational needs.

Financial obligations required for admission must be completed before the student begins classes.

For Middle and High School Students Only (Grades 6-12):

- **ECA Substance Abuse Policy form signed by student and parent** (upon entry)
- **Network User and Laptop Agreement for signed by student and parent** (upon entry).
Parents must undergo a brief orientation session.

Additional admission information:

Age requirement for entry into early childhood classes: (Please submit a copy of the birth certificate or passport for these applicants)

Nursery: three years old before September 30 of the current school year

Pre-Kindergarten: four years old before September 30

Kindergarten: five years old before September 30

First grade: six years old before September 30

Admission of Student with Special Needs

ECA endeavors to support students with identified educational needs. Admission of all English language learners and students with other special academic needs will be based on the student's ability to be successful in the regular program of studies.