

Parent Checklist — Becoming a Hilltop Family

Give or email this page to families. Three phases — no printer needed for any of it.

Phase 1 — Apply

- ☐ Submit an application on the school website.
- ☐ Provide two letters of recommendation from trusted individuals (such as a pastor, teacher, adult family friend, or coworker).
- ☐ Schedule a visit — meet the teacher, see the classroom, and ask questions.

Phase 2 — Visit & Acceptance

We'll spend some time getting to know your family and answering your questions. After your visit, the Admissions Committee reviews your application and we'll contact you — usually within a few days.

Phase 3 — Register (after acceptance)

- ☐ READ these on the school website (you will sign an acknowledgment of each at the school):
Parent & Student Handbook • Tuition & Fees page • Technology & Internet Use policy.
- ☐ Fill out the Registration & Family Information form online — or complete it with us at the school.
- ☐ Fill out the Health & Medical Information form online — or complete it with us at the school.
- ☐ Schedule a physical exam with your doctor if your child is NEW to the school or entering 4th or 7th grade. Download the Physical Exam Form from the website (or pick one up at the school) for the doctor to complete.
- ☐ Gather documents to bring: birth certificate (first-time students — we will copy it and hand it back) and current immunization record.
- ☐ Visit the school to sign the Signature & Consent Packet (3 pages — about 10 minutes). We print everything; you don't need a printer.
- ☐ Pay registration fees: \$50 enrollment + \$250 book fee per student, plus August tuition, due on registration day.

Questions about tuition assistance? Ask us — assistance may be available for qualifying families.