



Dear Candidate,

We are pleased to have you applying to Chapel School. Please complete the application package and submit it with all the required documents. Recommendations and records should be completed and returned sealed, faxed or sent electronically to Chapel School. The Admissions Office will **ONLY** consider your application after receiving all documents and recommendation forms. If you have any questions, feel free to contact our Admissions Office.

To help you in this process, please refer to the following checklist:

### **APPLICATION CHECKLIST FOR ELEMENTARY AND HIGH SCHOOL:**

- APPLICATION FORM (**must** be completed and signed by parents)
- SCHOOL INFORMATION FORM (**must** be completed and signed by school personnel)
- SCHOOL RECOMMENDATION
- MATHEMATICS AND ENGLISH RECOMMENDATIONS (6<sup>TH</sup> TO 12<sup>TH</sup> GRADERS)
- STUDENT QUESTIONNAIRE AND WRITING SAMPLE (6<sup>TH</sup> TO 12<sup>TH</sup> GRADERS)
- OFFICIAL COPIES OF TRANSCRIPTS AND REPORT CARDS FROM CURRENT/PREVIOUS SCHOOL YEARS
  - Students coming from non-English speaking countries must have their transcripts legally translated.
  - Brazilian students coming from schools outside of Brazil must have their transcripts authenticated by the local Brazilian consulate.
  - Non-Brazilian Elementary and High School students interested in pursuing the Brazilian Program diploma must have their transcripts authenticated by the local Brazilian consulate.
- OFFICIAL COPIES OF PERSONAL FILE
  - Copy of health records ( if applicable)
  - Copy of Special Education screening (if applicable)
- TWO PHOTOGRAPHS (3x4 size)
- STANDARDIZED TEST RESULTS
- COPY OF VACCINATION RECORD
- COPY OF PASSPORT AND SOCIAL SECURITY NUMBER (if applicable)
- COPY OF BIRTH CERTIFICATE
- COPY OF RG OR RNE (PROTOCOL)

**Chapel School**  
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