



Checklist for Admission to LHPS:

Please provide the following documents to LHPS no later than one week prior to your child's testing date. We prefer to receive documents as they are completed.

_____ Application

_____ Applicant Questionnaire (for applicants to grades 6-12)

_____ Application Fee of \$90.00

_____ Photo of Applicant

_____ Copy of Birth Certificate

_____ Copy of Social Security Card

_____ Interview (Grades 9–12) Please register online at www.lhps.org/rsvp/interview for an appointment.

_____ Academic Records (for applicants to grades K-12) from current school
Please give your child's current school the **Permission to Release Records** form.

_____ Recommendations (for applicants to grades PreK-12) from current teachers and administrators

_____ Standardized Testing Results

- Testing at LHPS for applicants to grades PreK-4 *Register online at www.lhps.org*
- ISEE for applicants to grades 5-12 *Register online at www.iseetest.org*

_____ Current Immunization form (HRS Form 680) **AND** proof of physical from a Florida physician or the Florida Department of Health (HRS Form 3040)

Please contact the Admission Department at 407-206-1900, ext. 1, with any questions, or visit our website at www.lhps.org.



PERMISSION TO RELEASE RECORDS to Lake Highland Preparatory School

PARENTS: Please complete this form and send it directly to the Registrar or Guidance Counselor at your child's current school.

Dear Registrar,

My child named below is an applicant to Lake Highland Preparatory School. I authorize the release of **copies** of my child's academic record to Lake Highland. (Please do not send cumulative folders.)

The academic record will include:

1. Standardized Tests (Achievement, Aptitude, Intelligence)
2. Academic Performance (Grades for classroom performance including year-end grades and the most recent report card)

Student's name

Grade

Parent's signature

REGISTRAR: Please send copies of this student's records to:

**Admission Office
Lake Highland Preparatory School
901 N. Highland Avenue
Orlando, Florida 32803**



For applicants to grades 6-12
**English Teacher
Recommendation**

The student below has applied to Lake Highland Preparatory School. Your recommendation is a valuable tool in our evaluation and selection process. Your comments are, of course, confidential and will be used for admission purposes only. Recommendations do not become part of the student's permanent record. **The applicant's file will not be complete without the return of this form. Thank you for your prompt response.**

Name of Applicant: _____	Date: _____		
Your Name: _____	Position: _____		
School: _____			
School Address: _____			
_____	_____	_____	_____
	Street	City	State Zip
School Phone: (____) _____	Grade in which applicant is enrolled: _____		

How long have you known the applicant?

What are the first three words that come to mind to describe this student?

Please describe the student's history of attendance in your class.

Are the parents supportive of your school and school policies? Yes ____ No ____

Please describe:

Please mark the appropriate response:

Truly Outstanding Excellent Good Average Below Average No Basis for Judgment

ACADEMIC EVALUATION

Academic potential.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/ Motivation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completion of assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall evaluation as a student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL EVALUATION

Classroom conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect for adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal integrity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall evaluation as a person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you consider the candidate **extraordinarily strong** or **extraordinarily weak** in any of the above areas, please elaborate. _____

How would you describe the applicant’s current performance?

Below grade level _____ On grade level _____ Above grade level _____

In Summary:

Please indicate the strength of your recommendation by checking the appropriate response.

- **I recommend this student:**
Enthusiastically ____ Strongly ____ Comfortably ____ With reservations ____
- **I do not recommend this student:** _____
Explanation: _____

Name of Applicant

Signature of Teacher

***Your observations and remarks are most helpful as we evaluate each candidate.
The Admission Committee appreciates your contribution to the admission process.***

Please mail or fax this form directly to:
**Admission Office
Lake Highland Preparatory School
901 North Highland Avenue
Orlando, Florida 32803
Fax: (407) 206-5042**



For applicants to grades 6-12

Math Teacher Recommendation

The student below has applied to Lake Highland Preparatory School. Your recommendation is a valuable tool in our evaluation and selection process. Your comments are, of course, confidential and will be used for admission purposes only. Recommendations do not become part of the student's permanent record. **The applicant's file will not be complete without the return of this form. Thank you for your prompt response.**

Name of Applicant: _____		Date: _____		
Your Name: _____		Position: _____		
School: _____				
School Address: _____				
Street		City	State	Zip
School Phone: (____) _____		Grade in which applicant is enrolled: _____		

How long have you known the applicant?

What are the first three words that come to mind to describe this student?

Please describe the student's history of attendance in your class.

Are the parents supportive of your school and school policies? Yes ____ No ____

Please describe:

Please mark the appropriate response:

Truly Outstanding Excellent Good Average Below Average No Basis for Judgment

ACADEMIC EVALUATION

Academic potential.....
Academic performance
Initiative/ Motivation.....
Study habits
Self-discipline.....
Completion of assignments
Overall evaluation as a student

PERSONAL EVALUATION

Classroom conduct
Concern for others
Respect for adults
Maturity
Emotional stability
Personal integrity.....
Overall evaluation as a person

If you consider the candidate **extraordinarily strong** or **extraordinarily weak** in any of the above areas, please elaborate. _____

How would you describe the applicant’s current performance?
Below grade level _____ On grade level _____ Above grade level _____

In Summary:

Please indicate the strength of your recommendation by checking the appropriate response.

- **I recommend this student:**
Enthusiastically ____ Strongly ____ Comfortably ____ With reservations ____
- **I do not recommend this student:** _____
Explanation: _____

Name of Applicant

Signature of Teacher

***Your observations and remarks are most helpful as we evaluate each candidate.
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Orlando, Florida 32803
Fax: (407) 206-5042



For applicants to grades 6-12
**Principal/ Guidance Counselor
Recommendation**

The student below has applied to Lake Highland Preparatory School. Your recommendation is a valuable tool in our evaluation and selection process. Your comments are, of course, confidential and will be used for admission purposes only. Recommendations do not become part of the student's permanent record. **The applicant's file will not be complete without the return of this form. Thank you for your prompt response.**

Name of Applicant: _____		Date: _____		
Your Name: _____		Position: _____		
School: _____				
School Address: _____				
Street		City	State	Zip
School Phone: (____) _____		Grade in which applicant is enrolled: _____		

How long have you known the applicant?

Please describe the applicant's history of attendance in your school.

Has the applicant received any special educational services? If so, please explain.

Has the applicant had any disciplinary problems? If so, please explain.

Please mark the appropriate response:

	<i>Truly Outstanding</i>	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>No Basis for Judgment</i>
Academic potential.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall evaluation as a student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom conduct.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall evaluation as a person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you consider the candidate **extraordinarily strong** or **extraordinarily weak** in any of the above areas, please elaborate. _____

How would you describe the applicant’s current performance?

Below grade level _____ On grade level _____ Above grade level _____

In Summary:

Please indicate the strength of your recommendation by checking the appropriate response.

- **I recommend this student:**
 Enthusiastically ____ Strongly ____ Comfortably ____ With reservations ____

- **I do not recommend this student:** _____

Explanation: _____

 Name of Applicant

 Signature of Principal/Guidance Counselor

***Your observations and remarks are most helpful as we evaluate each candidate.
 The Admission Committee appreciates your contribution to the admission process.***

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