



Application for Admission 8th-12th Grade Day Student

Application Checklist:

All of the following items must be returned before your admission can be finalized. We are equipped to receive your application on paper, via fax, email, or online. An interview is required; a phone/video interview may suffice in some situations.

- **Applicant Information Pages**
- **Applicant Essays**
- **English Teacher Reference**
- **Math Teacher Reference**
- **Character Reference**

Recommendations may be sent directly from your references, or you may gather them and return the complete set all together. You may use the attached reference forms **or** your references can write a letter on your behalf.

- **Preliminary Medical Screening Page**
- **Transcripts**

Transcripts for all high school courses will be required. Please provide a translation of any documents not written in English. If applying for 8th grade, please include a copy of your most recent report card.

- **Test Scores**

If you are applying for admission to grade 11 or grade 12, you MUST include a standardized test score. Any of the following are acceptable: achievement tests (Stanford, California, etc.); Secondary School Admission Test (SSAT); National Educational Development Test (NEDT); SAT; ACT; Secondary Level English Proficiency Test (SLEP); or the Test of English as a Foreign Language (TOEFL). The SSAT is the preferred test. Other tests may suffice.

If you are applying for admission to grade 9 or grade 10, we can evaluate your application without any standardized test scores, but we prefer that you submit one.

If you are applying for admission to grade 7 or 8, and have not taken any standardized tests in school, we may administer an admissions test to you.

- **Photo**

We must receive your **complete** application by the application deadline. All applications will then be reviewed by our admissions committee. We will notify all applicants by the Notification of Admissions Decisions date. Application deadline and notification dates can be found on our website. Your approved application does not bind you to attend, nor does it guarantee a place for you.



Houghton Academy

9790 Thayer Street, Houghton, NY 14744
Phone: (585) 567-8115; Fax: (585) 567-8048
E-Mail: Admissions@HoughtonAcademy.org
Website: www.houghtonacademy.org

APPLICANT INFORMATION

FAMILY NAME First Name Middle Name Preferred Name or Nickname

Home Address Home Address (continued)

City State/Province Country Zip/Postal Code

Home Telephone (include country, city, and area code) Fax Number (include country, city, and area code)

Current mailing address if different from your home address. (NOT educational agency address)

Temporary Address Temporary Address (continued)

City State/Province Country Zip/Postal Code

I will be at this temporary address until (date, mm/dd/yy) _____

Date of Birth (Month/Day/Year) City of Birth Country of Birth Country of Citizenship

Male Female Applicant E-Mail Address

Month/Year of Proposed Entrance Current Grade Applying for Grade

EDUCATION

Present School

School Name Dates of Attendance

Address City State/Province Country Zip/Postal Code

Head or Counselor Telephone Fax Number

FAMILY INFORMATION

Father/Guardian

| | | | | |
|--|------------|--|---------|-----------------|
| Name | Occupation | Name of Company | | |
| Home Address (if different from student) | City | State/Province | Country | Zip/Postal Code |
| Business Address | City | State/Province | Country | Zip/Postal Code |
| Business Telephone (include country, city, and area codes) | | Home Telephone (include country, city, and area codes) | | |
| Fax Number (include country, city, and area codes) | | E-Mail Address | | |

Mother/Guardian

| | | | | |
|--|------------|--|---------|-----------------|
| Name | Occupation | Name of Company | | |
| Home Address (if different from student) | City | State/Province | Country | Zip/Postal Code |
| Business Address | City | State/Province | Country | Zip/Postal Code |
| Business Telephone (include country, city, and area codes) | | Home Telephone (include country, city, and area codes) | | |
| Fax Number (include country, city, and area codes) | | E-Mail Address | | |

Educational Agent (Not required)

| | | | | |
|--|-----------------|----------------|---------|-----------------|
| Name | Name of Company | | | |
| Address | City | State/Province | Country | Zip/Postal Code |
| Telephone (include country, city, and area codes) | | | | |
| Fax Number (include country, city, and area codes) | | E-Mail Address | | |

Applicant lives with? Father Mother Both Other _____

Where should admission materials be sent? Father Mother Both Other _____

Where should bills be sent? Father Mother Both Other _____

Check if appropriate: Father Deceased Parents Divorced Father Remarried Living Outside U.S.
 Mother Deceased Parents Separated Mother Remarried

If parents are divorced or separated, who has legal custody of the applicant? _____

First language, other than English _____ Language spoken in the home _____

Declaration of ethnicity (optional) _____

INFORMATION ABOUT BROTHERS AND SISTERS (use additional sheet if necessary)

| | | |
|------|-----|--------|
| Name | Age | School |
| Name | Age | School |
| Name | Age | School |
| Name | Age | School |

Relatives of applicant who have attended Houghton Academy: _____

PRELIMINARY CONTRACT

Name of Parent(s)/Guardian(s) _____

Name of Student _____

We agree to support the philosophy and to abide by the expectations and regulations of Houghton Academy as expressed in the school catalog and handbook.

Our child has full permission to participate in all school-sponsored activities.

In an emergency when we, the parents or guardians, cannot be reached, the Houghton Academy authorities have our permission to act in place of parents and thus make decisions with regard to our child, including medical authorizations.

We give permission for our child's photograph to be used in Houghton Academy promotional materials.

We understand that a financial contract/agreement will be presented to us when our child is accepted; our intention is to sign that contract as well and we agree to pay all the expenses incurred by our child when enrolled in Houghton Academy.

Father's Signature _____

Mother's Signature _____

Applicant's Signature _____

How did you hear about Houghton Academy? _____



REFERENCE FROM ENGLISH TEACHER

Applicant Information (to be completed by applicant)

Name of Applicant _____ Grade Applying For _____

Complete Address _____

Complete Address (continued) _____

To Be Completed by English Teacher

The applicant is a candidate for admission to Houghton Academy, a co-educational, college preparatory Christian school which demands of its students a high level of integrity and scholastic effort. Please be frank in your responses; the information you provide is confidential according to law. Thank you for your time and consideration.

Academic Information

- How long have you known the applicant? 1 year or less 1-2 years 2-3 years 3 or more years
- Does the applicant have a record of honesty in the classroom? Yes No If no, please explain: _____
- If the student has taken any standardized English assessments (TOEFL, SLEP, etc.), please give scores: _____

| AREAS | RATING | COMMENT |
|---------------|---|---------|
| Homework | <input type="checkbox"/> Assignments always completed on time and well done <input type="checkbox"/> Assignments occasionally late and/or disorderly <input type="checkbox"/> Assignments often not completed or done poorly <input type="checkbox"/> Assignments seldom done adequately | |
| Participation | <input type="checkbox"/> Actively participates in class with insight and evident preparation <input type="checkbox"/> Participates when called upon; displays understanding <input type="checkbox"/> Participates when called upon; often lacks understanding <input type="checkbox"/> Refuses to participate in a positive manner | |
| Ability | <input type="checkbox"/> Excellent student; top 10% of the class <input type="checkbox"/> Good student; second 10% <input type="checkbox"/> Average student <input type="checkbox"/> Poor student | |
| Leadership | <input type="checkbox"/> Leads classroom peers easily in a positive manner and direction <input type="checkbox"/> Prefers to follow, but will stand against poor classroom behavior <input type="checkbox"/> Follows others of questionable judgment <input type="checkbox"/> Leads others in poor classroom behavior | |
| Writing | <input type="checkbox"/> Writes clearly, with creativity and good grammar <input type="checkbox"/> Communicates ideas fairly well; average grammar <input type="checkbox"/> Little clarity or understanding of grammar | |
| Reading | <input type="checkbox"/> Reads with enthusiasm several grade levels above current grade <input type="checkbox"/> Reads well at current grade level <input type="checkbox"/> Struggles to read at current grade level <input type="checkbox"/> Reading level far below current grade level | |

Social Information

- Does the applicant have a history of:
- | | | | |
|------------------------------|------------------------------|-----------------------------|-------------------------------------|
| Use of tobacco | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |
| Use of alcoholic beverages | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |
| Use of drugs (non-medicinal) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |
| Sexual promiscuity | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |

Reference from English Teacher

| AREAS | RATING | COMMENT |
|----------------------|--|---------|
| Sociability | <input type="checkbox"/> Prefers to spend time with others <input type="checkbox"/> Prefers to be solitary <input type="checkbox"/> Cooperates reasonably <input type="checkbox"/> Has difficulty relating to others <input type="checkbox"/> Tends to be bossy, argumentative | |
| Responsibility | <input type="checkbox"/> Excellent, volunteers for tasks <input type="checkbox"/> Usually accepts when asked <input type="checkbox"/> Avoids when possible <input type="checkbox"/> Often irresponsible | |
| Emotional Stability | <input type="checkbox"/> Stable <input type="checkbox"/> Usually well-controlled <input type="checkbox"/> Excitable; moody; upsets others <input type="checkbox"/> Apathetic; irresponsible | |
| Obedience | <input type="checkbox"/> Responds well to authority <input type="checkbox"/> Usually obedient <input type="checkbox"/> Resents authority <input type="checkbox"/> Unpredictable | |
| Industry | <input type="checkbox"/> Hard worker <input type="checkbox"/> Good- dependable worker <input type="checkbox"/> Works just enough to get by <input type="checkbox"/> Lazy, needs constant supervision | |
| Judgment | <input type="checkbox"/> Unusual maturity <input type="checkbox"/> Average common sense <input type="checkbox"/> Immature, erratic <input type="checkbox"/> Poor | |
| Parental Involvement | <input type="checkbox"/> Eagerly seek to involve themselves in student's life <input type="checkbox"/> Must be encouraged to involve themselves, but supportive <input type="checkbox"/> Often defensive and unsupportive <input type="checkbox"/> Have remained uninvolved | |
| Altruism | <input type="checkbox"/> Demonstrates an inner concern for the needs of others <input type="checkbox"/> Will act on behalf of others when asked <input type="checkbox"/> Must be strongly encouraged to accommodate others <input type="checkbox"/> Self-centered; unconcerned about others | |

Summary Evaluation

Please summarize your overall assessment of this candidate's maturity and abilities in relation to his/her peers:

Outstanding
 Excellent
 Good
 Fair
 Poor

Please indicate your evaluation of the applicant's potential to succeed in an environment like that of Houghton Academy (as described on the front of this sheet):

Outstanding
 Excellent
 Good
 Fair
 Poor

Teacher's Name

School Name

School Phone

School Address

School Address (continued)

Teacher's Signature

Date

Please return this form to Houghton Academy. Thank you.



Houghton Academy

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Phone: (585) 567-8115; Fax: (585) 567-8048
E-Mail: Admissions@HoughtonAcademy.org
Website: www.houghtonacademy.org

REFERENCE FROM MATH TEACHER

Applicant Information (to be completed by applicant)

Name of Applicant

Grade Applying For

Complete Address

Complete Address (continued)

To Be Completed by Math Teacher

The applicant is a candidate for admission to Houghton Academy, a co-educational, college preparatory Christian school which demands of its students a high level of integrity and scholastic effort. Please be frank in your responses; the information you provide is confidential according to law. Thank you for your time and consideration.

Academic Information

- How long have you known the applicant? 1 year or less 1-2 years 2-3 years 3 or more years
- Does the applicant have a record of honesty in the classroom? Yes No If no, please explain:

| AREAS | RATING | COMMENT |
|---------------|---|---------|
| Homework | <input type="checkbox"/> Assignments always completed on time and well done <input type="checkbox"/> Assignments occasionally late and/or disorderly <input type="checkbox"/> Assignments often not completed or done poorly <input type="checkbox"/> Assignments seldom done adequately | |
| Participation | <input type="checkbox"/> Actively participates in class with insight and evident preparation <input type="checkbox"/> Participates when called upon; displays understanding <input type="checkbox"/> Participates when called upon; often lacks understanding <input type="checkbox"/> Refuses to participate in a positive manner | |
| Ability | <input type="checkbox"/> Excellent student; top 10% of the class <input type="checkbox"/> Good student; second 10% <input type="checkbox"/> Average student <input type="checkbox"/> Poor student | |
| Leadership | <input type="checkbox"/> Leads classroom peers easily in a positive manner and direction <input type="checkbox"/> Prefers to follow, but will stand against poor classroom behavior <input type="checkbox"/> Follows others of questionable judgment <input type="checkbox"/> Leads others in poor classroom behavior | |
| Reasoning | <input type="checkbox"/> Able to reason well at advanced grade levels <input type="checkbox"/> Reasons well at current grade level <input type="checkbox"/> Struggles to reason at current grade level <input type="checkbox"/> Reasoning level far below current grade level | |
| Computation | <input type="checkbox"/> Able to compute well at advanced grade levels <input type="checkbox"/> Computes well at current grade level <input type="checkbox"/> Struggles to compute at current grade level <input type="checkbox"/> Computation level far below current grade level | |

Social Information

- Does the applicant have a history of:
- | | | | |
|------------------------------|------------------------------|-----------------------------|-------------------------------------|
| Use of tobacco | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |
| Use of alcoholic beverages | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |
| Use of drugs (non-medicinal) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |
| Sexual promiscuity | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |

Reference from Math Teacher

| AREAS | RATING | COMMENT |
|----------------------|--|---------|
| Sociability | <input type="checkbox"/> Prefers to spend time with others <input type="checkbox"/> Prefers to be solitary <input type="checkbox"/> Cooperates reasonably <input type="checkbox"/> Has difficulty relating to others <input type="checkbox"/> Tends to be bossy, argumentative | |
| Responsibility | <input type="checkbox"/> Excellent, volunteers for tasks <input type="checkbox"/> Usually accepts when asked <input type="checkbox"/> Avoids when possible <input type="checkbox"/> Often irresponsible | |
| Emotional Stability | <input type="checkbox"/> Stable <input type="checkbox"/> Usually well-controlled <input type="checkbox"/> Excitable; moody; upsets others <input type="checkbox"/> Apathetic; irresponsible | |
| Obedience | <input type="checkbox"/> Responds well to authority <input type="checkbox"/> Usually obedient <input type="checkbox"/> Resents authority <input type="checkbox"/> Unpredictable | |
| Industry | <input type="checkbox"/> Hard worker <input type="checkbox"/> Good- dependable worker <input type="checkbox"/> Works just enough to get by <input type="checkbox"/> Lazy, needs constant supervision | |
| Judgment | <input type="checkbox"/> Unusual maturity <input type="checkbox"/> Average common sense <input type="checkbox"/> Immature, erratic <input type="checkbox"/> Poor | |
| Parental Involvement | <input type="checkbox"/> Eagerly seek to involve themselves in student's life <input type="checkbox"/> Must be encouraged to involve themselves, but supportive <input type="checkbox"/> Often defensive and unsupportive <input type="checkbox"/> Have remained uninvolved | |
| Altruism | <input type="checkbox"/> Demonstrates an inner concern for the needs of others <input type="checkbox"/> Will act on behalf of others when asked <input type="checkbox"/> Must be strongly encouraged to accommodate others <input type="checkbox"/> Self-centered; unconcerned about others | |

Summary Evaluation

Please summarize your overall assessment of this candidate's maturity and abilities in relation to his/her peers:

Outstanding
 Excellent
 Good
 Fair
 Poor

Please indicate your evaluation of the applicant's potential to succeed in an environment like that of Houghton Academy (as described on the front of this sheet):

Outstanding
 Excellent
 Good
 Fair
 Poor

 Teacher's Name

 School Name

 School Phone

 School Address

 School Address (continued)

 Teacher's Signature

 Date

Please return this form to Houghton Academy. Thank you.

**CHARACTER REFERENCE** (anyone outside your family who knows your character, but preferably your Pastor)**Applicant Information** (to be completed by applicant)

Name of Applicant _____ Grade Applying For _____

Complete Address _____

Complete Address (continued) _____

To Be Completed by Pastor or Reference

The applicant is a candidate for admission to Houghton Academy, a co-educational, college preparatory Christian school which demands of its students a high level of integrity and scholastic effort. Please be frank in your responses; the information you provide is confidential according to law. Thank you for your time and consideration.

| AREAS | RATING | COMMENT |
|----------------------|--|---------|
| Home Background | <input type="checkbox"/> Two-parent home; stable <input type="checkbox"/> Two-parent home; unstable <input type="checkbox"/> One-parent home; stable <input type="checkbox"/> One-parent home; unstable | |
| Home Discipline | <input type="checkbox"/> Balanced <input type="checkbox"/> Too little <input type="checkbox"/> Too much <input type="checkbox"/> Inconsistent | |
| Altruism | <input type="checkbox"/> Demonstrates an inner concern for the needs of others <input type="checkbox"/> Will act on behalf of others when asked <input type="checkbox"/> Must be strongly encouraged to accommodate others <input type="checkbox"/> Self-centered; unconcerned about others | |
| Obedience | <input type="checkbox"/> Responds well to authority <input type="checkbox"/> Usually obedient <input type="checkbox"/> Resents authority <input type="checkbox"/> Unpredictable | |
| Emotional Stability | <input type="checkbox"/> Stable <input type="checkbox"/> Usually well-controlled <input type="checkbox"/> Excitable; moody; upsets others <input type="checkbox"/> Apathetic; irresponsible | |
| Industry | <input type="checkbox"/> Hard worker <input type="checkbox"/> Good- dependable worker <input type="checkbox"/> Works just enough to get by <input type="checkbox"/> Lazy, need constant supervision | |
| Judgment | <input type="checkbox"/> Unusual maturity <input type="checkbox"/> Average common sense <input type="checkbox"/> Immature, erratic <input type="checkbox"/> Poor | |
| Responsibility | <input type="checkbox"/> Excellent; volunteers for tasks, accepts responsibility for actions <input type="checkbox"/> Usually accepts when asked <input type="checkbox"/> Avoids when possible <input type="checkbox"/> Often irresponsible | |
| Leadership | <input type="checkbox"/> Leads classroom peers easily in a positive manner and direction <input type="checkbox"/> Prefers to follow, but will stand against poor group behavior <input type="checkbox"/> Follows others of questionable judgment <input type="checkbox"/> Leads others in poor group behavior | |
| Parental Involvement | <input type="checkbox"/> Eagerly seek to involve themselves in student's life <input type="checkbox"/> Must be encouraged to involve themselves, but supportive <input type="checkbox"/> Often defensive and unsupportive <input type="checkbox"/> Have remained uninvolved | |

Character Reference

1. How long have you known the applicant? 1 year or less 1-2 years 2-3 years 3 or more years

In what relationship? _____

2. How well do you know him/her? Intimately Fairly well Casually

3. Does the applicant demonstrate a desire to grow spiritually? Yes No

If yes, what evidence do you see of this? _____

4. What do you consider to be the major strong points of the applicant? _____

5. What do you consider to be the major weaknesses of the applicant? _____

- | | | | | |
|--|------------------------------|------------------------------|-----------------------------|-------------------------------------|
| 6. Does the applicant have a history of: | Use of tobacco | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |
| | Use of alcoholic beverages | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |
| | Use of drugs (non-medicinal) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |
| | Sexual promiscuity | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know |

If yes to any, please explain: _____

Summary Evaluation

Please summarize your overall assessment of this candidate's maturity and abilities in relation to his/her peers:

- Outstanding Excellent Good Fair Poor

Please indicate your evaluation of the applicant's potential to succeed in an environment like that of Houghton Academy (as described on the front of this sheet):

- Outstanding Excellent Good Fair Poor

Evaluator's Name

Evaluator's Organization, if any

Phone

Evaluator's Address

Evaluator's Address (continued)

Evaluator's Signature

Date

Please return this form to Houghton Academy. Thank you.



PRELIMINARY MEDICAL SCREENING

1. Has the applicant generally been in good health? If not, please explain.
2. Has the applicant ever had an allergic reaction? If so, please explain.
3. Is the applicant taking any prescriptions or over-the-counter medications on a daily basis? If so, please list them.
4. Does the applicant have any present physical limitations that would require adjustments to a normal school routine? If yes, please explain.
5. Has the applicant been seen by a mental health professional for mental health issues? If so, please provide details on a separate sheet. Please list date of onset, diagnosis, and resolution.
6. Are the applicant's immunizations up-to-date? A complete list of immunizations will be required prior to enrollment.
7. Does the applicant have asthma?