



# Admission Application Checklist

## NAPCA Summer Academy Elementary School Program

### Step 1: Submit an Online Application **Required**

There is NO application fee and deadline to apply! We begin accepting applications on November 1 and will continue to accept applications for admission until all spaces are filled. Parents should submit one application per child.

#### Most Recent Academic Report Card

- Ask your school or academic counselor to provide you with a copy of your child's most recent academic report card as you will need to upload to your online admissions application.

### Step 2: Teacher Recommendation **Required**

We require one recommendation for each child applying for admission. The recommender must be from an academic teacher. Ask the recommender to complete the Online Recommendation form for your child, which can be found and completed at [summer.napcaonline.org/teacher-recommendation](https://summer.napcaonline.org/teacher-recommendation)

#### DOWNLOAD: [TEACHER RECOMMENDATION REQUEST LETTER](#)

- **Instructions:** We highly suggest that parents download and print the Teacher Recommendation Request Letter.
  - Students applying to the program should take the responsibility to hand deliver the letter to their academic teacher and kindly ask their teacher to complete the online teacher recommendation form.
  - Alternatively, the parent can send their child's teacher an email asking to complete the online teacher Recommendation form. Parent should attach the Teacher Recommendation Request Letter to the email.

### Step 3: Admissions Interview is Scheduled **Required**

Within 2 weeks after you have submitted a complete online application including the required documents for admission, the student and their parent(s) will be contacted by one of our staff members and will be asked to complete an admissions interview via telephone or video chat.

### Step 4: Complete a Scholarship Application **If Applicable**

Parents will need to complete the online scholarship application and upload additional financial information to be considered for a scholarship. Parents should submit ONE scholarship application per family.

Online Scholarship Application: [summer.napcaonline.org/scholarship-application](https://summer.napcaonline.org/scholarship-application)

Should you have any questions, please contact us at [support@napcaonline.org](mailto:support@napcaonline.org).