

How To Apply

Step #1: Visit Campus (*Optional but Recommended*)

There's nothing like seeing DeSoto School in person. We want you to leave with a better understanding of our academic and athletic programs, but we want you to experience our culture! When you walk our hallways, you'll experience the DeSoto Family in action as we live out our core values. DeSoto's Admissions team provides prospective families with personal tours.

Step #2: Apply in the Office

Each year, applications will open on November 1 and close on December 1. All applications received during this time will be given equal opportunity for admission.

Students who once attended DeSoto School and were in good standing do not have to go through the Admissions process.

Should it be determined after DeSoto's current family re-enrollment period, which ends on March 5th, that space is still available for the coming school year, late applications for available grade levels will open on March 16th at 8 am and will close on May 1st at 8 am or when a grade level is deemed full at the discretion of DeSoto leadership. This will be communicated on DeSoto's website and social media platforms.

Step #3: Submit Required Documents

You may copy and turn it in with your application. Supporting documents must be submitted by December 1 to be considered for admission.

Required Supporting Documents:

- Birth Certificate
- Social Security Card
- Immunization Record

- Three Reference Letters (previous teacher, coach, pastor, family friend)
- Most Recent Standardized Test Scores (Rising 1st - 12th Grade applicants)
**Please include any standardized progress monitoring assessments from the previous/current school year as well - i.e., Map Growth, Atlas, STAR, ACT Aspire, Benchmark, etc.*
- Previous Year's AND Current Year's Report Card/Transcript (Rising 1st- 12th Grade applicants)
- Previous Year's AND Current Year's Attendance Report (Rising 1st - 12th Grade applicants)
- Previous Year's AND Current Year's Behavior/Disciplinary Report (Rising 1st - 12th Grade applicants)
- 504/IEP, Accommodations Paperwork (if applicable)**Must be dated within the last year*
- Custody Information (if applicable)
- Supporting Documents (Optional) **Any additional information families would like the Admissions Committee to know to assist us in getting to know their child.*

Step #4: Request References

References will be completed and turned in. All references and assessments should be submitted with your application to be considered for admission.

PreK3/PreK4/Kindergarten applicants provide/request the following:

- **Pre-K 3/PreK4/Kindergarten Parent Assessment Form** (to be completed by parent)
- **Pre-K 3/PreK4/Kindergarten Preschool Reference Form** (to be completed by current preschool if applicable)
- **Teacher/ Administrator Reference Form** (to be completed by a previous teacher or administrator)

Rising 1st - 12th Grade Applicants need to request the following:

- **Teacher/ Administrator Reference Form** (to be completed by a previous teacher or administrator)

Step #5: Admissions Progress Determined

The Admissions Committee will meet to determine whether applicants with completed files will progress to the next level of admissions. ALL applicant families will receive an email (to the email address provided on the application) with the admissions committee's decision in early January. All decisions are made without explanation or comment. If the student is selected to continue the process, they will proceed to the next step. Applicants who do not progress to the next level may reapply the following year.

Step #6: Screening/Testing

All PreK3 and K4, Kindergarten, 1st, and 2nd grade applicants will complete screenings/testing on campus. Rising 3rd - 12th-grade applicants will only complete testing on campus if it is determined that further testing is needed. Testing requirements and available testing times will be communicated with the applicant by email. Applicants will sign up to attend a screening/testing session. **A student testing more than one grade level behind will not be admitted.**

Step #7: Admissions Wait Pool Determined

Families selected to enter the Admissions Wait Pool will be notified. ALL applicant families will receive an email (to the email address provided on the application) with the admissions committee's decision. All decisions are made without explanation or comment. Applicants who are not selected may reapply the following year.

Once in the Admissions Wait Pool, families can expect to be notified of grade-level openings for the upcoming school year by April. Families remaining in the Admissions Wait Pool after grade level openings are filled will stay in the wait pool

and will be notified if openings occur in the future, as space can become available anytime throughout the school year due to life changes. Families notified of an opening will have two business days to accept before the opening is offered to another family in the wait pool. Admissions Wait Pool students do not need to reapply from year to year. Their application will remain open until an opening is offered or the family requests for their application to be withdrawn. Wait Pool students receive the same non-discrimination status as all families at DeSoto.

DeSoto School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. DeSoto School does not discriminate based on race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, tuition assistance, and athletic or other school-administered programs. DeSoto School reserves the right to deny admission to any applicant whose academic preparation, character/personal conduct, or family values are determined to be inconsistent with the principles, purposes, and objectives of DeSoto School.

Step #8: Family Interview

When an opening occurs, applicants will complete a family interview with the DeSoto Administration on campus. Interviews will not take place until all required documentation has been submitted. Applicants will be sent family interview dates by email.

During the Family Interview, all families will be asked to sign the **Parent Policies and Expectations**, and students in 5th-12th grade will be asked to sign the **Student Policies and Expectations**. If a family/student is unable or unwilling to sign the Policies and Expectations, they will not be considered for enrollment or the Admissions Wait Pool.

Step #9: Accept Opening/Complete Enrollment

Once notified of an opening by email/phone, families will have two business days to accept the opening. They will assist you in completing the final steps of enrollment,

which include creating your parent portal account, selecting your tuition plan, and submitting your \$200 New Student Enrollment Fee. You will have an additional week to complete these final steps of enrollment.

Parent Assessments and References Links

Admissions Email: desotoadmissions@gmail.com

Links:

Parent Assessment PreK- K

[Parent Assessment PreK-K](#)

Preschool/ Kindergarten Reference Link – if they attended a preschool prior

[Preschool/Kindergarten Reference](#)

Elementary, Middle, and High School Reference Link:

[Elementary, Middle or High School Reference](#)