

**FAMILY CHECK-LIST FOR APPLICATION & ADMISSION TO THE CODRINGTON SCHOOL**

The check-list below has been devised to help you keep track of your application & admission process with us, please feel free to use.

<b>Checklist Items:</b>	<b>Done</b>	<b>Notes to self</b>
Contact the school: e-mail <a href="mailto:admissions@codrington.edu.bb">admissions@codrington.edu.bb</a> or call + 1 246 423 2570, Ms. Sam Lorde		
School should e-mail you (postage possible too): <ul style="list-style-type: none"> <li>• Student Application form for completion</li> <li>• School recommendation form for completion</li> </ul>		
Complete student application form and e-mail it to <a href="mailto:samantha.lorde@codrington.edu.bb">samantha.lorde@codrington.edu.bb</a>		
Obtain copy of document to confirm son/daughter's D.O.B. (e.g. passport) and e-mail it to: <a href="mailto:samantha.lorde@codrington.edu.bb">samantha.lorde@codrington.edu.bb</a>		
Ensure current school has a copy The Codrington School Recommendation form and that they complete it and that they e-mail it to: <a href="mailto:samantha.lorde@codrington.edu.bb">samantha.lorde@codrington.edu.bb</a>		
If appropriate to age, the last 3 years' transcripts &/or reports to be e-mailed to: <a href="mailto:samantha.lorde@codrington.edu.bb">samantha.lorde@codrington.edu.bb</a>		
Communicate with <a href="mailto:samantha.lorde@codrington.edu.bb">samantha.lorde@codrington.edu.bb</a> about the possibility of a student visa if your son/daughter is not Barbadian		
Pay admission & screening fee and registration fees See statement of fees document for payment methods & amounts		
School should e-mail you a formal letter to confirm tentative admission pending screening assessments and/or taster day attendance (This would only apply to students applying from overseas)		
School should e-mail you a communication about screening assessments and/or taster day (This would only apply to local students)		
Screening assessments arranged		
Taster day arranged		
School should e-mail you a formal letter about the school's decision following the screening assessments and/or taster day feedback		
School should e-mail you an invoice for the first term's tuition fees (or annual, this is at your discretion, but note the 3% discount) and the building levy fee		
School should e-mail you all student data forms for completion: <ul style="list-style-type: none"> <li>• School field trip permission slip</li> <li>• Confidential parents/guardians data up-to-date form</li> <li>• Responsible User Guidelines: ICT</li> <li>• Students Health Record</li> <li>• Doctors Testimonial</li> <li>• Media Waver</li> </ul>		
Complete all of the above documents and email them to: <a href="mailto:samantha.lorde@codrington.edu.bb">samantha.lorde@codrington.edu.bb</a>		
Pay building fee AND Tuition fees See statement of fees document for payment methods & relevant tuition fees		
School should e-mail you a Parent/Student Handbook/Information about the school		
Decide on uniform needs & e-mail them to: <a href="mailto:dawn.medford@codrington.edu.bb">dawn.medford@codrington.edu.bb</a>		
Decide if you wish to make use of the school bus service & on the enrichment activities that your son/daughter wants to do & e-mail the forms to: <a href="mailto:Sabrina.edwards@codrington.edu.bb">Sabrina.edwards@codrington.edu.bb</a>		
Decide on if want hot lunch needed & e-mail: <a href="mailto:poshnosh@chef.net">poshnosh@chef.net</a>		