



**FERN HILL SCHOOL**  
SPIRITUS MENTIS

## ADMISSION PROCEDURES

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**Thank you for considering Fern Hill School.**

**Applications for registration for the upcoming school year should be directed to the Admissions Office.**

1. Please complete this application and return it, along with your application fee, to Fern Hill School.
2. Please complete and sign below authorizing Fern Hill School to receive student records from your child's previous school.
3. An appointment will be scheduled for you and your child to visit the classroom for a morning/day to observe the program.
4. Additional testing or interviews may be requested.
5. You will be contacted by letter with results.

**Permission for school to release student records to: *Fern Hill School, 50 Vaughan Street, Ottawa ON K1M 1X1***

**name of applicant**

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**entering grade**

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The *Confidential Letter of Reference* is to be completed by the Principal, or classroom teacher, of your child's most recent school. This confidential form should be mailed directly to Fern Hill School.

I/We hereby authorize Fern Hill School to contact schools and other sources to obtain information to support this application and I/we will not seek access to confidential recommendation and evaluation materials before or after the admission decision has been made. I/We release every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to Fern Hill School for that purpose.

In order to complete the application, I/we authorize the release of my/our child's academic records and psychological testing scores as requested by Fern Hill School. After acceptance has been offered, I/we authorize release of the full record when transfer to Fern Hill School occurs.

**signature of parent/guardian**

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**date (dd.mm.yy)**

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**PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE**