



## Guide Through Admissions

1. Create an account by visiting [www.morganacademy.com](http://www.morganacademy.com) and choosing **Admissions**, then **Apply**. It is important that you remember and store your username and password for your account, as the school does not have access to this information. The Student Application and Testing fee is \$150.00. This can be paid for online, or you may pay in person at the school office. At this point in the process, the Student Application and Testing fee is the only item we collect before the approval of admission by the Board of Directors. If you are already a member of the Foundation, you will skip the step of requesting membership. You can make up an email address to plug into the fields, or type in your own email address, as the form requires you to have one in the spaces to proceed.
2. Call the school office at (334) 875-4464 to schedule an entrance interview and testing for Pre-K3 through 12<sup>th</sup> grades.
3. You will need three letters of recommendation to be considered to join the Dallas County Private School Foundation. These letters must come from families with students currently attending Morgan Academy. You will be prompted during the application process through FACTS to enter three email addresses for people you know who are able to recommend your family, so gather their correct email addresses to enter at the appropriate time. Once your foundation recommendation letters are received by those you have chosen, all required documents have been uploaded, and testing is completed, then your application will be sent to the next board meeting for approval. The Board of Directors meets once a month, so depending on the time of your application being completed, there may be a few weeks of waiting.
4. Once the Board approves your application, you will receive an email notification. This email will have a link to set up your **Family Portal** account through **FACTS** to begin the enrollment and registration process. At this point, you will no longer use your first application account to log in. Your new account for the Family Portal will be the only login and system you will utilize going forward. Again, it is important that you remember and store this new username and password for your account, as the school does not have access to this information. The Registration fee of \$195.00 per student can be paid for online, or you may pay in person at the school office. All other items due will need to be paid for in person at the school office.
5. The items that need to be paid in the office upon approval are as follows:

\$500.00	Foundation Membership (1 payment of \$500.00 or 10 payments of \$50.00, per family)
\$100.00	Curriculum & Supply Fee (Pre-K3, Pre-K4, and Kindergarten grades only, per student)
\$50.00	Curriculum (Grades 1-12, per student)
\$45.00	iPad Insurance (Grades 5-12, per student)
	Any tuition per student that is due to the present date

Tuition is equally divided from June 1<sup>st</sup> through May for Kindergarten through 12<sup>th</sup> grades

Tuition is equally divided from August 1<sup>st</sup> through May for Pre-K3 and Pre-K4

Tuition may also be paid in full for the year with one payment

Curriculum and iPad Insurance fees may be combined on one check, but all other checks need to be separately written. All other items, such as Sports Player fees or Building and Grounds fees, will be billed to you at the appropriate time of the year the payment is due.

*\*One of the most significant causes of delay in approval is waiting for the recommendation letters to be completed. We cannot move forward until all three recommendation letters are submitted and testing has been completed. Another item that can delay your approval is choosing people to write your recommendation letters who are former members of the Foundation. Make sure that you choose people who currently have children enrolled at Morgan Academy to write your recommendation letters. If you do not know anyone with children currently attending Morgan, please let the office know, and we will advise you of the best way to proceed.*