

## HOW TO JOIN THE HAWKS! NEW FAMILIES APPLYING FOR ADMISSION

Students applying for admission to HBA must complete and submit the information described below.

### ADMISSION PROCEDURES K3, K4, AND K5



1. Set up a visit to the school! We will show you around and share with you our philosophy and curriculum. After your visit, if you choose to apply, complete the following steps.
2. Set up your **FACTS family** account. You can find a link on our website by going to the “enroll now” page. Or go directly by typing: <https://online.factsmgmt.com/signin/4HLHC>). After you finish enrolling, make sure that you write down your **FACTS agreement number**.
3. Complete the **Enrollment Application** specified for new families. (online: [www.hbamemphis.com/enroll-now](http://www.hbamemphis.com/enroll-now))
4. Submit **birth certificate**, **immunization records**, and a **professional report** if any testing has been administered for a learning diagnosis (psychological, neurological, speech, etc.).

### ADMISSION PROCEDURES 1ST THROUGH 4TH GRADES

1. If you haven't visited our school, please call to schedule a tour! We would love to meet you. If possible bring your student too! We want you to get the “home” feel of our school. After you visit us, and you make the decision to enroll, continue with the following steps.
2. Set up your **FACTS family** account. You can find a link on our website by going to the “enroll now” page. Or go directly by typing: <https://online.factsmgmt.com/signin/4HLHC>. After you finish enrolling, make sure that you write down your **FACTS agreement number**.
3. Complete the **Enrollment Application** for new families by going to our website and follow the link to “enroll now.” Or type in the following: [www.hbamemphis.com/enroll-now](http://www.hbamemphis.com/enroll-now))
4. Submit a recent **Academic Grade Report** and **Conduct Record** (some report cards have both academic and conduct). Submit any **professional report** for any testing that has been administered for a learning diagnosis (psychological, neurological, speech, etc.). You may mail it to us, drop it off, or email it to [office@hbcmemphis.org](mailto:office@hbcmemphis.org).
5. Submit to your student's current school a **Request for School Records form** (available online or from HBA school office).
6. **Testing** will be administered to all new students unless parents/former school provides current standardized testing results. **After Steps 1 through 4 are completed**, we will schedule testing. There will not be any charges for testing.