

Application Checklist and Procedures

The following has been prepared to assist in ensuring that your application materials are ready when you begin the Online Application Process. The Davidson Academy strongly recommends that you keep a copy of your application PDF uploads. *The Davidson Academy of Nevada does not discriminate based on race, color, gender, national origin, religion or disability in administration of its admissions policies or access to its educational programs and activities.*

Application Checklist

- ❑ **Determine Eligibility** - To determine eligibility, compare the applicant's test score(s) to the Academy's [Qualification Criteria](#).

- ❑ **Schooling Information and History**
 - Copies of current and past individualized education programs (IEP) and/or plans developed pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504) are required and must be uploaded as PDF files, along with any evaluation given for an IEP or Section 504 Plan.
 - Enter information for each of the schooling options accessed by the applicant in the past two years, including mailing addresses for each school, distance learning or early entrance program.

- Homeschooled Students** - You will be required to provide the following:
 - Curriculum Information - Please document the texts and resources that have been used during the last two years of the applicant's homeschooling experience and their grade levels, plus describe how they were used (e.g. pace, frequency of use, required assignments, independent reading, tests, projects, etc.) and information about the instructor(s), including specific information about the following subjects: Math, Science, Reading/Language Arts and Writing.
 - Program Information - What philosophy guides your homeschooling program? What outside programming (i.e. online course supplementation, community college classes) if any, are utilized in the administration of the home schooling program? If outside resources are used, please indicate your child's grades in these courses.

- ❑ **Reports and Records - PDF Uploads**
 - Upload a copy of the complete official transcript or grade report for each school accessed in the past two years.
 - **Homeschooled Students** - Please provide documentation regarding course of study for the last two academic years, including names of materials used.

- ❑ **Test Scores - PDF Uploads**
 - **If 6th grade or below**, upload test scores from either the SAT, ACT or Explore. IQ test scores are optional.
 - **If 7th grade or above**, upload test scores from either the SAT, ACT, or one of the IQ Test reports listed on the [Qualification Criteria](#) page to meet the testing submission requirement.
 - **Homeschooled Students** - 7th grade level or higher must submit an ACT or SAT test report, and may submit IQ scores as supplementary information (in other words, all homeschool applicants need to submit achievement testing, not just IQ testing). Students who are being homeschooled at or below 6th grade level at the time of application should follow the instructions above "in 6th grade or below."

- ❑ **Recommender Forms** - Three recommendation forms are required: a Mathematics Teacher, an English Teacher, and one other recommendation form. Recommenders should be selected from the last two years of the student's academic history. Family members may not serve as Recommenders.

Applications will not be reviewed until all three required Recommendation Forms are complete. Once each form is submitted, a notification of receipt will be emailed to both the Recommender and the applicant. The admissions committee may contact any or all Recommenders.

It is the applicant's responsibility to see that his/her Recommender submits the required Recommendation Form to the Davidson Institute by the deadline. Please know that you may need to verify with your Recommender that they received this email and that it did not go into their spam or junk folders.

Homeschooled Students - If outside teachers in mathematics and/or English have taught the student during the past two years, please ask these teachers to complete the recommendation forms. You may also use the Mathematics or English Recommendation Form with teachers from more than 2 years ago. If your student has had teachers or mentors in other subjects, ask these teachers to complete the generic Recommendation Form (the third form listed). If this is not possible, ask a coach, mentor, music, drama or art instructor, supervisor, employer, scout leader, camp counselor, or any other adult who knows your child personally (not a family member) to serve as a Recommender.

- ❑ **Parent Form(s)** - Applicants for The Davidson Academy must provide contact information for all persons who share **legal custody** with the parent/guardian who is The Davidson Academy's primary contact(s). We require digital signatures from all persons sharing legal custody of the child. The term "legal custody" refers to parents/guardians who have legal authority to make decisions on behalf of the child, regardless of any "physical custody" arrangements that control where the child spends time. Thus, please provide information for all those sharing legal custody of the applicant. An automatic email will be sent to those listed with a link to their specific Parent Form. Please know that it is up to you to verify with each parent/guardian listed that they received this email and that it did not go into their spam or junk folders. A notification email will be sent once each Parent Form has been submitted to The Davidson Academy.

Application Review

Applications are reviewed on a monthly basis and must be complete in order to be reviewed. Applications received after the first day of the month will be reviewed the following month. ***The last application deadline for admission for the 2016-2017 school year is April 1, 2016 (the date by which all application materials must be received).*** All applicants will be notified by email when the application and all supporting materials have been received. If you have any questions, please email applications@davidsonacademy.UNR.edu.