

Checklist of Procedures for Application

Please send the following to Hammond Baptist Schools office:

1. Fifty dollar registration fee (nonrefundable)
2. Complete application form supplied in the folder. The prospective student must complete the student testimony in his own handwriting.
3. Complete medical forms, included in the folder, before starting school.
4. Call Hammond Baptist Schools office for a testing date for the student.

Have these sent directly to Hammond Baptist Schools from former school:

1. TRANSCRIPTS OF GRADES AND STANDARDIZED TEST SCORES. The copy of the transcript request form is supplied in the folder. This should be given directly to the last school of attendance with instruction to forward transcripts complete with standardized scores to Hammond Baptist Schools.
2. LETTER OF RECOMMENDATION. This letter of recommendation is included in the folder. We would like the letter from the school principal or counselor. This letter must be mailed directly to Hammond Baptist Schools.

Form Checklist:

_____ Application Form

_____ Church Attendance Form

_____ Corporal Punishment Form

_____ Activities Form

_____ Emergency Treatment Form

_____ Health Record Form (Completed by a Physician)

_____ Transcript Request Form (Sent directly from school)

_____ Recommendation Letter from principal or counselor (Sent directly to the school office)

_____ Testing at Hammond Baptist Schools

Please Note:

Your file will not be considered by the admissions committee until all the above information excluding transcript, has been received. Admissions granted without transcripts are conditional until receipt of satisfactory transcripts.