"Open Apply" Tutorial for Interested Families

Dear Interested Families,

Welcome to our Admissions page "Open Apply".

Please follow the steps mentioned below to start the process of your child's application to enroll into Wellspring Learning Community.

* Go to: Wellspring.openapply.com

* Choose **"Application for Admission"**.

Section 1: "Student Information"

Fill in all mandatory (*) fields and other additional information, then click on "Save and Next".
Please note that the **Mathaf Campus** is for Nursery to Grade 5 and **City Centre Campus** is for Grades 6 to 12.

Section 2: "Parent/Guardian Information"

Fill in all mandatory (*) fields with the Parent/Guardian information for one or more guardians, in additional to additional information, then click on "Save and Next".

Remove or add a Parent/Guardian space if needed.
Note: the telephone and mobile numbers should start with a country area code (i.e. +961 for Lebanon).

Section 3: "Educational Background"

Fill in all mandatory (*) fields with information about one or more schools (including day cares) that your child has attended previously. Remove school if it is not applicable or add another school name if necessary.

Next, answer the questions related to your child's past academic performance.

Complete any relevant information regarding possible learning difficulties your child may be experiencing and attach any documentation regarding the case or assessments if applicaple.
Also, attach a sample of the child's writing (at least 500 word essay or previous school work) if the child is applying for Grade 6 or above.

If your child has any known learning difficulties, please attach documentation explaining the specific needs for your child.

[Choose File] No file chosen

* In what academic areas does your child excel?

* In what academic areas does your child struggle?

* Does your child receive any special education services?
○ Yes ● No

If yes, please explain.

* Please rate the student's ability to speak, read, write and understand English.	* Please rate the student's ability to speak, read, write, and understand Arabic.
Excellent	Average

Please attach examples of students work if the student has been in school before. A writing sample is required for Grade 5 and above.

[Choose File] No file chosen

Finally, write your full name to sign the application form, then click on "Save and Next".

Application Statement

By signing this application form the parent or guardian accepts the terms and conditions stated in it and set forth in the School Brochure.

Parents or Guardians will be informed of the acceptance of the student by the School, whereupon a place will be reserved for the student pending settlement of all required school fees. All acceptances are conditional, pending a complete examination of the student's official school records, interview with administration and any necessary further testing. Wellspring reserves the privilege to refuse admission to any student who has been dismissed from another school for academic failure, misconduct, or for any other reason, including but not limited to the non-disclosure by parents during the application process of a student's special needs. Applications will be evaluated and a decision taken, regarding admission only after all of the documents listed below have been received.

- Completed and Signed Application Form (Form AA1)
- Application Fee (non-refundable processing fee, does not guarantee an interview or acceptance)
- Two Recent Passport Photos (within 1 year)
- Complete Official Report Cards (from the last two school years).
- 2 Student Reference Forms (Form SR1) completed by the student's teachers (for students applying to Grades 1 and up).
- Copy of Student's Passport and/or National Identification Card [if applicable].
- A Birth Certificate is acceptable for preschool applicants.
- Completed Health Record Form [Form HR1] and Health Supplement Form
- Up-to-date vaccinations/boosters. PPD TB skin test is required within 45 days of enrollment.
- Certified Letter of Grade Level completion from current school needed by September 1 of initial year at Wellspring.
- Student Writing Sample for students applying to Grades 5 and up
- Learning Support Declaration Form
- Parental Commitment Form

By signing this application, I acknowledge that I have read and I accept the terms and conditions as set out and agree to be bound by them. My signature below indicates that all of the information contained and provided herein is complete, true and accurate to the best of my knowledge.

* Parent or Legal Guardian Signature

PArent Signature ✔

Date: Dec 17, 2015

[← Back] Educational Background (3 of 3) [Save & Next →]

* Review the information that you have filled in and click on "Submit the Application".

* Once you submit your application, you will get an email notification to the e-mail address you included in the application, reminding you of your account details.

Completing the Checklist:

Once the submission is complete you need to start completing the other sections of the application, going through the checklist.

Application Checklist

Please ensure that these key items are completed.

✓ ~~Completed and Signed Application Form (Form AA1)~~   Q Review Form   ✓ Completed on Dec 17, 2015

(2) **Application Fee**
(non-refundable processing fee, does not guarantee an interview or acceptance) 📄 Bank payment Instructions

(3) **Two Recent Passport Photos (within 1 year)**
[Upload]

(4) **Complete Official Report Cards (from the last two school years).**
[Upload]

(5) **2 Student Reference Forms (Form SR1) completed by the student's teachers**
(for students applying to Grades 1 and up).

(6) **Copy of Student's Passport and/or National Identification Card [if applicable].**
A Birth Certificate is acceptable for preschool applicants.
[Upload]

(7) **Completed Health Record Form [Form HR1]**

(8) **Completed Health Supplement Form**

(9) **Up-to-date vaccinations/boosters.**
PPD TB skin test is required within 45 days of enrollment.
[Upload]

(10) **Certified Letter of Grade Level completion from current school needed by September 1 of initial year at Wellspring.**
[Upload]

(11) **Learning Support Declaration Form**

(12) **Parental Commitment Form**
[Upload] 📄 Parental Commitment Form

Application Fee

Your application will not be officially complete, until the $150 application fee has been received.

The admissions office will confirm the payment once received.

The bank payment instructions are attached.

Two recent passport photos (within 1 year)
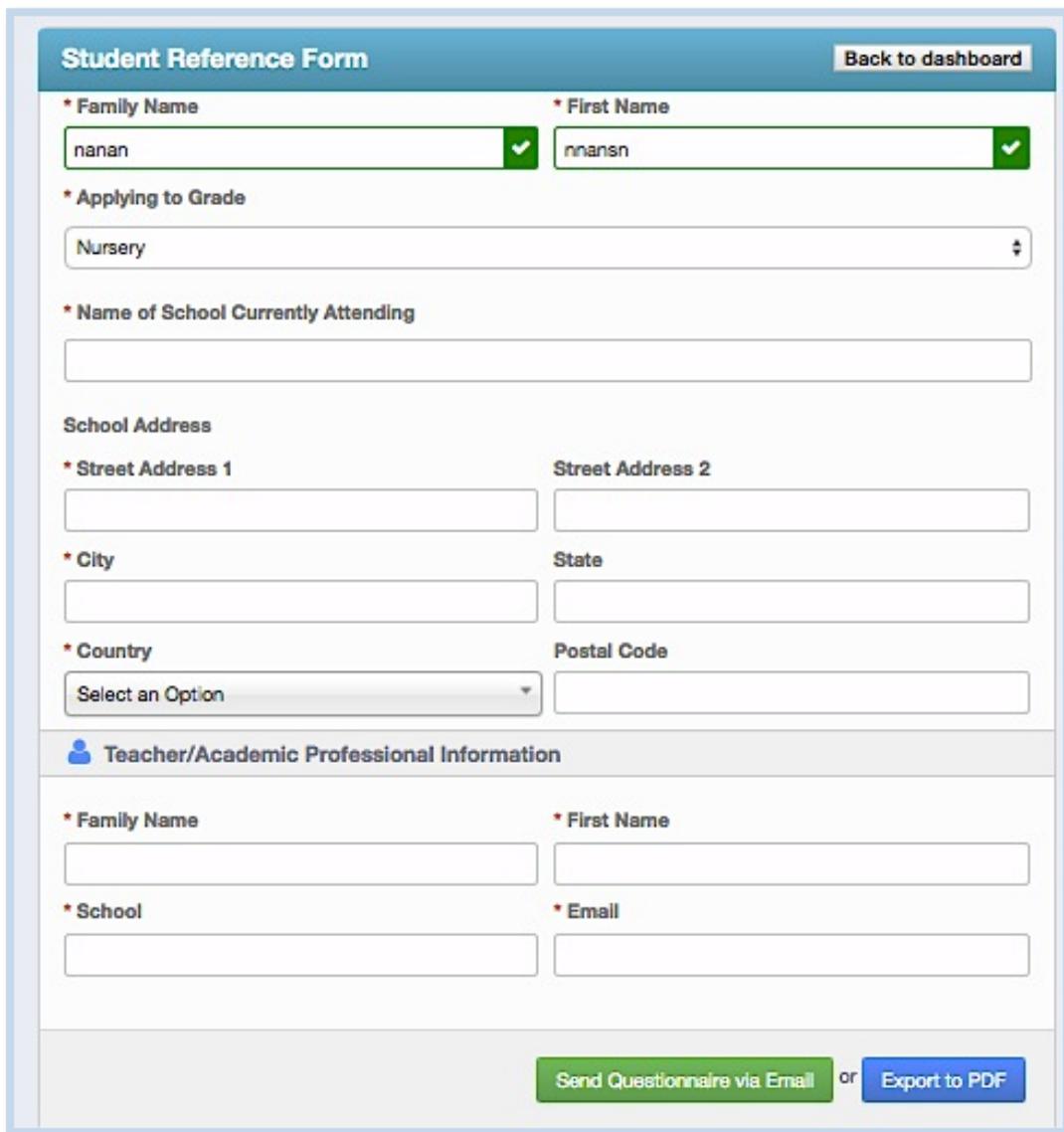
Upload two recent passport photos.

Complete official report cards (from the last two school years).

Upload official report cards from the last two previous schools (excluding nursery)

Student Reference Forms

Provide two referral forms filled out by your child's previous teachers, if the child is applying for Grade 1 or above.

Fill in all mandatory (*) fields with information regarding the previous schools and your child's previous teachers. The automatic system will send an email to each teacher who needs to reflect upon your child and the previous learning relationship. Remove "school" if it is not applicable or add "another school" name and teacher's name if needed.

A copy of the child's passport and/or national identification card [if applicable]
Upload a copy of your child's passport and/or a national identification card. For preschool applicants, a copy of the birth certificate is acceptable.

Completed health record form [Form HR1]
Complete the Health Record form and upload.

Completed health supplement form
Complete the Health Supplement form and upload.

Up-to-date vaccinations/boosters.
Upload a copy of your child's updated vaccinations document.

Certified letter of grade level completion from current school needed by September 1 of initial year at Wellspring.
Upload a certified letter of grade level completion from current school. This is needed by September 1st of the initial year at Wellspring.
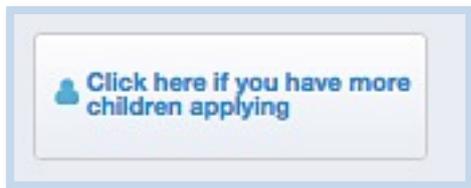
Learning support declaration form
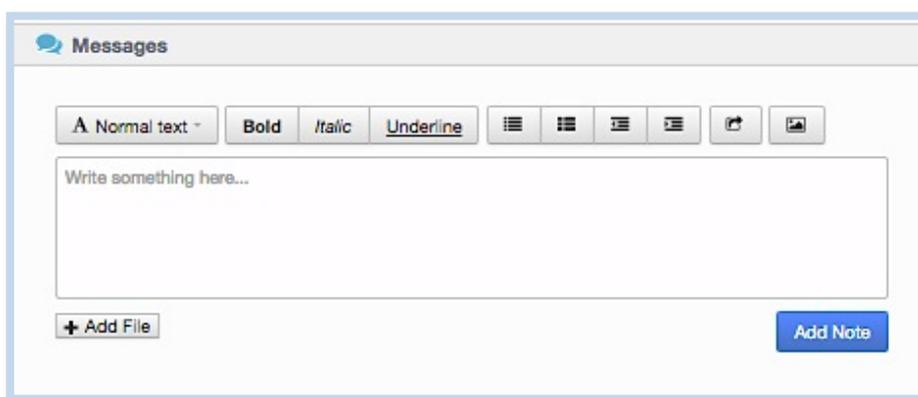Complete the learning support declaration form.

Parental commitment form
Upload the signed parental commitment form.

* If you would like to apply for more than one child, please click on the button indicated under the school logo.

* You may communicate with the admissions office, by typing a message directly into the message box at the bottom of the page.

For more information, please contact the admissions office:
E-mail: info@wellspring.edu.lb
Telephone: +961-1- 423444 (Ext.106)