

**Location: Public**

**Format: Content (under admission with link to printable version of form)**

# **Murphy & Dwyer Academy, Inc. (MDA)**

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## **Admission Guide**

The following are the steps that need to be completed before the school can consider whether or not the student would benefit from attending Murphy and Dwyer Academy, Inc. (MDA) and whether MDA can meet the needs of the student. Please check off each step as you complete it.

- 1. MDA Information:** Parents or educators contact MDA and an application packet will be sent.
  
- 2. Application for Admission:** Complete the application form and return it with the following information. Please provide copies of documents only, no originals.
  - An individual intelligence test (e.g., WISC-III )
  - Neuropsychological or psychological report (the most recent which includes at WISC-III or WAIS-R)
  - Achievement tests or any additional specialized testing (WJ or WIAT)
  - Student's most recent Individual Education Plan (IEP)
  - Summer camp reports, if applicable.
  - Attach a check in the amount of \$85.00, this is a non-refundable application and processing fee. Make the check payable to Murphy & Dwyer Academy, Inc.
  
- 3. School Visit:** The MDA team will review the student's packet as soon as all of the required information is received with in two weeks. Following the review and if it appears that the school is appropriate for the student, parents and educators will be invited to visit the school during an individual visit\* or monthly visiting day. The visiting days are set to allow visitors to tour the school while the student's are involved in an out of the classroom activity. The school's priority is to minimize the effect of visitors on the current students and their learning environment. Dates are limited.
  
- 4. Appropriate Candidate:** If the parents and the MDA team feel that the student may be an appropriate candidate, an individual interview will be arranged with the parents. MDA encourages both parents to participate in the initial interview. Prior to the interview MDA will need to:
  - Receive the remainder of the student's educational, psychological and medical records.
  - \*Financial arrangements must be defined with respect to third party funding and or private payment.
  - Releases: The family's permission to speak to relevant individuals.
  
- 5. Student Visit:** After the Parents have visited the school and want to proceed in the process, A visit will be scheduled for the student. This will be on a different day than the parents' interview. The student will need to bring a snack and drink to the interview, which can last up to two or three hours.
  
- 6. Notification of Decision:** Students are accepted on a rolling admission basis. After the student's visit, notification of the school's decision will be sent out as soon as possible. MDA will also sent the service contract and financial arrangement agreement to the parents and/or identified third party or school system.
  
- 7. Acceptance Date:** After MDA has received a signed service contract and financial arrangement agreement, we will arrange the date for the student to begin attending school at MDA.

Murphy & Dwyer Academy Inc., an affirmative action employer, is committed to ensuring that it's programs and facilities are accessible to all members of the community. MDA welcomes students of any race, sex, creed or national origin and maintains a non-discriminatory and inclusive admission policy.