



Application and Enrollment instructions

We are excited that you are considering Trinity Klein School; where we Worship, Grow, Serve and Go! We cannot wait to help you get started in the admissions process. Listed below are the steps to follow as you begin the application process for Early Enrichment through 8th grade.

Schedule a Tour

Potential applicants for K-8th Grade are asked to schedule a tour of our facility with our Director of Development, Erika Alman who can be reached at 281-376-5810 or via email at almane@trinityklein.org Applicants for Early Enrichment-Pre-Kindergarten are asked to schedule a tour with the Early Childhood Principal at 281-376-5444 or via email at grayc@trinityklein.org Depending on the program you are touring for, you may see some or all of the following places on campus-Elementary Building, Middle School Building, Family Life Center, our Church and our Early Childhood building. You will also have time to ask any questions you may have regarding our programs.

Submit an Application

Your admission file begins once we receive your Online Application. Applications are accepted for new students reviewed in the order they are received. **All applications** must be submitted with a copy of your child's birth certificate and current immunization record. Applicants for 1st-8th grade must also submit the **2 most recent** Report Cards and testing scores from the previously attended school or schools. Applicants for Early Enrichment through Pre-Kindergarten are required to submit a "Statement of Health" from a physician.

All supplemental documentation must be received before an application is reviewed. The submission of an application does not constitute acceptance. Applications are reviewed by our Admissions Director and Early Childhood Principal and parents will be notified in a timely manner with regard to application status.

Shadow Days for Applicants in 5th-8th Grade

Applicants for 5th-8th Grade will participate in a shadow day if school is currently in session. Applicants will shadow with students in the grade level they are currently enrolled. Shadow Days will be arranged by our Director of Development prior to acceptance.

Acceptance

Applicants will be informed of acceptance or denial of admission once all of the required application steps listed above have been completed. Once students are accepted into our program, parents are then given instructions for completing Online Enrollment. Placement into our school is based on the date of your completed Online Enrollment, SMART Tuition Payment Plan set-up and payment of your registration fee. If an application is received and accepted for a class that is currently full, the student will be placed on a wait-list. **Classroom placement is not reserved until the registration fee has been paid and Online Enrollment (separate from Online Application) is complete.**

We are happy to answer any questions that you may have at any time during the application and enrollment process. Questions may be directed to our School Finance Manager and Registrar, Melissa Frerking at frerkingm@trinityklein.org.

Trinity Lutheran School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of educational policies, employment practices, admission policies, financial aid, reduced tuition or grants, athletic and other school-administered programs.