



CASCADES  
ACADEMY  
OF CENTRAL OREGON

# Admission Application Checklist

## Please submit to Cascades Academy:

- A completed application for admission.
- A \$50 application fee per student payable to Cascades Academy.
- A student questionnaire completed by the student in his/her own handwriting. (Grades 6-12)
- School Records. *If you have the requested records, you may submit copies directly to the school. Otherwise, the applicant's parent or guardian must complete the enclosed Student Records Release form and give it to the applicant's current school registrar. The school will then forward the information directly to us.*
- Letter(s) of Recommendation. *Applicants going into grades 7 through 12 should give one recommendation to the current or most recent English teacher, one to the current or most recent math or science teacher, and one to a teacher of his/her choice. Applicants going into grades K-6 should give the confidential teacher recommendation to his/her current teacher. Please instruct teachers to forward recommendations directly to the school.*

## The Next Steps:

- Tuition Adjustment Application:** Families applying for a tuition adjustment will need to complete an online application at [sss.nais.org](http://sss.nais.org). See the enclosed flyer for complete details.
- Parents Interview:** All parents will go through an interview at some point during the application process either during the school tour or student visit. This interview may take several forms depending on the age and needs of each child.
- School Visit:** All applicants (except kindergarten applicants) must attend classes for a ½ day.

## Notification:

Acceptance notifications will be sent promptly after your completed application is received. Once admitted, a minimum non-refundable payment is required to hold a space for each student.



**CASCADES  
ACADEMY**  
OF CENTRAL OREGON

**Cascades Academy of Central Oregon**

**APPLICATION FOR ADMISSION  
Grades 6 - 12**

2150 NE Studio Road, Suite 2  
Bend, OR 97701  
541.382.0699 or FAX 541.382.0225  
[www.cascadesacademy.org](http://www.cascadesacademy.org)

**Applicant's full name** \_\_\_\_\_  
*Last Name First Middle Nickname*

**Date of Birth** \_\_\_\_\_ **Male**  **Female**  **Social Security No.** \_\_\_\_\_

**Applicant for Grade** \_\_\_\_\_ **in fall 20** \_\_\_\_\_ **or mid-year** \_\_\_\_\_ **Date of Application** \_\_\_\_\_

**Full Name of Mother (or Guardian)** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**E-mail** \_\_\_\_\_ **Telephone ( )** \_\_\_\_\_

**Cell number ( )** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Business Name** \_\_\_\_\_ **Telephone ( )** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Full Name of Father (or Guardian)** \_\_\_\_\_

Complete the following if different than above:

**Home Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**E-mail** \_\_\_\_\_ **Telephone ( )** \_\_\_\_\_

**Cell number ( )** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Business Name** \_\_\_\_\_ **Telephone ( )** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Parents:** Married Separated Divorced **The applicant lives with whom?** \_\_\_\_\_

**If remarried:** **Stepmother's name** \_\_\_\_\_ **Stepfather's name** \_\_\_\_\_

**Give the name of person who will be responsible for financial obligations:** \_\_\_\_\_

**Will you be applying for financial aid?** \_\_\_\_\_

**List other children in family (give names, ages, and schools, if in school or college):**  
\_\_\_\_\_

\_\_\_\_\_

**Are they applying to Cascades Academy?** yes no **If yes, name** \_\_\_\_\_

\_\_\_\_\_

Is your child presently taking any medications? If yes, please list and describe:

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Describe any psychological testing or counseling your child may have received:

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Describe the ways you have been involved in your child's current school community:

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We welcome any additional comments, which you might like to make about your child. A parental perspective helps us to know each applicant more completely.

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Students entering grades 6 through 12 are asked to complete the attached Student Questionnaire in their own handwriting. The questionnaire should be submitted with this application.

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**Parent(s)/ Guardian Signature**

My signature below indicates that all information on this form is complete and factually presented.

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**A non-refundable application fee of \$50 must be submitted with this form.**

*Cascades Academy of Central Oregon does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin, or any other legally protected status in the administration or educational policies, admission policies, scholarship and loan programs, or athletic and other school administered programs.*

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**CASCADES  
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OF CENTRAL OREGON

**Cascades Academy of Central Oregon**  
*Experience exceptional learning.*

**CONFIDENTIAL TEACHER  
RECOMMENDATION**

**MAIL TO:**

Office of Admission  
2150 NE Studio Road, Suite 2  
Bend, OR 97701  
541.382.0699 or FAX 541.382.0225  
[www.cascadesacademy.org](http://www.cascadesacademy.org)

**For Kindergarten through 12<sup>th</sup> grade applicants**  
(For younger applicants, we understand that not all topics are applicable.)

TEACHER RECOMMENDATION – Teacher of your choice

APPLICANT'S NAME

Last	First	Middle	Nickname	Date of Birth

  

Teacher's Name	Subject(s)	Level Taught	How long have you known the applicant?

  

School Name	Address	Telephone/Fax

Cascades Academy is a non-profit, independent, non-denominational day school with grades kindergarten through twelve. We seek to enroll those students who are sincere in their desire to undertake a rigorous academic program and who are prepared to accept the responsibilities of community development and participation within the school.

Please fill out both sides of this form so that we can evaluate this applicant effectively. Your observations assessing both academic and personal qualities of a student are useful. In thinking of the student, please comment on his or her work habits, classroom behavior, and integrity. We are particularly interested in your evaluation of the student's peer relations: his or her generosity, patience, and respect for others. Check here to refer us to an attached letter.

**RECOMMENDATION FOR CASCADES ACADEMY**

	NOT RECOMMENDED	WITH RESERVATION	MILDLY	WITH CONFIDENCE	ENTHUSIASTICALLY
For Academic Promise:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Character and Personal Promise:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation for Admission:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your judgments are used solely for the admission process, are held in **strictest confidence**, and do not become part of a student's permanent record. Although we are unable to acknowledge this recommendation individually, we are well aware of how much time and thought goes into writing letters of this sort. We thank you in advance for the help your comments will provide. Please feel free to call the school if there is any information you wish to discuss.

**CONFIDENTIAL – FOR ADMISSIONS USE ONLY**  
**PLEASE MAIL COMPLETED FORM DIRECTLY TO CASCADES ACADEMY**

*Applicant's Name*

It is our wish that every student who attends Cascades Academy of Central Oregon will experience success and a strong sense of self-worth. The profile that emerges from these ratings helps to assure that the relationship between student and school will be mutually beneficial. Some traits may not apply to younger students. Please circle answers.

1. Academic achievement	below expectations	fair	good	outstanding
2. Ability to work in a group	has great difficulty	sometimes has difficulty	usually effective	always works well
3. Ability to work alone	has great difficulty	needs help frequently	needs help occasionally	always works well
4. Participation in discussion	rarely contributes	wants to dominate	contributes occasionally	joins in readily
5. Classroom conduct	frequent disruptions	occasional misconduct	usually good behavior	good conduct
6. Written expression	poor	limited	good	excellent
7. Ability to express ideas orally	limited	has some difficulty	good	exceptional
8. Daily preparation	poor	fair	good	excellent
9. Use of time	uses poorly	occasionally wastes	usually uses well	always uses effectively
10. Follows directions	rarely	needs much explanation	occasionally needs help	quickly and effectively
11. Critical thinking	limited	fair	frequently perceptive	exceptionally perceptive
12. Seeks help	when needed	rarely occasionally	usually	always
13. Effort/drive	limited	sporadic	usually good	maximum
14. Attention span	easily distracted	occasionally distracted	usually good	exceptionally good
15. Leadership potential	a follower	leads when given responsibility	seeks opportunities (and uses them well)	a natural leader
16. Initiative	never initiates	rarely shows initiative	occasionally initiates	often initiates
17. Stability	easily frustrated	seeks much attention	somewhat tense	stable
18. Curiosity	limited	occasional	frequent	consistent
19. Imagination	little	fair	active	highly developed
20. Integrity	questionable	usually trustworthy	trustworthy	highly developed
21. Consideration of others	rarely considerate	usually considerate	considerate	extremely thoughtful
22. Social adjustment with peers	relates poorly	has occasional problems	usually relates well	healthy relationships
23. Sense of humor	rarely laughs or smiles	fair	good	delightful
24. Self-confidence	needs much reassurance	appears overly confident	needs some support	positive self-image
25. Parent participation in child's education	rarely involved	overly involved	sometimes involved	appropriately involved
26. Parent cooperation	unknown	uncooperative	fair	good
27. Parent expectations	unknown	unrealistic	realistic	other

Is there other information you feel it would be helpful for Cascades Academy to know about this student in considering him/her for enrollment?

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Teacher signature

Date



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**CONFIDENTIAL TEACHER  
RECOMMENDATION**

**MAIL TO:**

Office of Admission  
2150 NE Studio Road, Suite 2  
Bend, OR 97701  
541.382.0699 or FAX 541.382.0225

**For 7<sup>th</sup> through 12<sup>th</sup> grade applicants**

**Please note:** 6<sup>th</sup> grade applicants are required to submit only one teacher recommendation. 7-12<sup>th</sup> grade applicants are required to submit three teacher recommendations.

**TEACHER RECOMMENDATION – English or Language Arts**

**APPLICANT'S NAME**

Last	First	Middle	Nickname	Date of Birth
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Teacher's Name	Subject(s)	Level Taught	How long have you known the applicant?
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School Name	Address	Telephone/Fax
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Please fill out both sides of this form so that we can evaluate this applicant effectively. Your observations assessing both academic and personal qualities of a student are useful. In thinking of the student, please comment on his or her work habits, classroom behavior, and integrity. We are particularly interested in your evaluation of the student's peer relations: his or her generosity, patience, and respect for others. Check here to refer us to an attached letter.

**RECOMMENDATION FOR CASCADES ACADEMY**

	NOT RECOMMENDED	WITH RESERVATION	MILDLY	WITH CONFIDENCE	ENTHUSIASTICALLY
For Academic Promise:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Character and Personal Promise:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation for Admission:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**PLEASE MAIL COMPLETED FORM DIRECTLY TO CASCADES ACADEMY**

Applicant's Name \_\_\_\_\_

It is our wish that every student who attends Cascades Academy of Central Oregon will experience success and a strong sense of self-worth. The profile that emerges from these ratings helps to assure that the relationship between student and school will be mutually beneficial. Some traits may not apply to younger students. Please circle answers.

1. Academic achievement	<del>below expectations</del>	<del>fair</del>	<del>good</del>	<u>outstanding</u>
2. Ability to work in a group	has great difficulty	sometimes has difficulty	usually effective	always works well
3. Ability to work alone	<del>has great difficulty</del>	<del>needs help frequently</del>	<del>needs help occasionally</del>	<u>always works well</u>
4. Participation in discussion	rarely contributes	wants to dominate	contributes occasionally	joins in readily
5. Classroom conduct	<del>frequent disruptions</del>	<del>occasional misconduct</del>	<del>usually good behavior</del>	<u>good conduct</u>
6. Written expression	poor	limited	good	excellent
7. Ability to express ideas orally	<del>limited</del>	<del>has some difficulty</del>	<del>good</del>	<u>exceptional</u>
8. Daily preparation	poor	fair	good	excellent
9. Use of time	<del>uses poorly</del>	<del>occasionally wastes</del>	<del>usually uses well</del>	<u>always uses effectively</u>
10. Follows directions	rarely	needs much explanation	occasionally needs help	quickly and effectively
11. Critical thinking	<del>limited</del>	<del>fair</del>	<del>frequently perceptive</del>	<u>exceptionally perceptive</u>
12. Seeks help	when needed	rarely occasionally	usually	always
13. Effort/drive	<del>limited</del>	<del>sporadic</del>	<del>usually good</del>	<u>maximum</u>
14. Attention span	easily distracted	occasionally distracted	usually good	exceptionally good
15. Leadership potential	<del>a follower</del>	<del>leads when given responsibility</del>	<del>seeks opportunities (and uses them well)</del>	<u>a natural leader</u>
16. Initiative	never initiates	rarely shows initiative	occasionally initiates	often initiates
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Is there other information you feel it would be helpful for Cascades Academy to know about this student in considering him/her for enrollment?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher signature \_\_\_\_\_

Date \_\_\_\_\_



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**For 7<sup>th</sup> through 12<sup>th</sup> grade applicants**

**Please note:** 6<sup>th</sup> grade applicants are required to submit only one teacher recommendation. 7-12<sup>th</sup> grade applicants are required to submit three teacher recommendations.

**TEACHER RECOMMENDATION – Math or Science**

**APPLICANT'S NAME**

Last	First	Middle	Nickname	Date of Birth
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Teacher's Name	Subject(s)	Level Taught	How long have you known the applicant?
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( )

School Name	Address	Telephone/Fax
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Is there other information you feel it would be helpful for Cascades Academy to know about this student in considering him/her for enrollment?

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Teacher signature \_\_\_\_\_

Date \_\_\_\_\_

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OF CENTRAL OREGON

## Student Questionnaire

**Students entering grades 6 through 12 must complete this form in their own handwriting. Please submit this questionnaire with your completed application for admission.**

1. What is your favorite subject in school?
2. What makes a class enjoyable for you?
3. What sports do you enjoy? Do you play on any athletic teams? If so, which ones?
4. What do you read for pleasure?
5. Do you play a musical instrument? If so, which one(s), and how long have you been playing?
6. In what areas will you contribute to life at Cascades Academy of Central Oregon?
7. Why do you want to attend Cascades Academy of Central Oregon?
8. Is there anything that you would like us to know about you that is not included in this questionnaire?

My signature below indicates that all information on this form is complete and factually presented.

\_\_\_\_\_  
Student (Applicant) signature

\_\_\_\_\_  
Date



**CASCADES  
ACADEMY**  
OF CENTRAL OREGON

## REQUEST FOR COPY OF STUDENT RECORDS

**Please mail or bring directly to:**  
Cascades Academy of Central Oregon  
2150 NE Studio Road, Suite 2  
Bend, OR 97701  
541.382.0699 or FAX 541.382.0225  
[www.cascadesacademy.org](http://www.cascadesacademy.org)

### NOTE TO PARENTS

*If you have the requested records at home, simply make copies and include them with your child's application. If you don't have these records in your possession, please complete this form and deliver it to your child's current school. An admission decision cannot be made until these records are received.*

### REQUEST FOR COPY OF STUDENT RECORDS

The following student has applied for admission to Cascades Academy of Central Oregon. In order to review this student's application, Cascades Academy requires **copies** of the student's records.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Current Grade

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
School Phone Number

\_\_\_\_\_  
School Fax Number

### WHAT TO SEND

Please send **copies** of the following information from this student's records to Cascades Academy of Central Oregon (address above):

- One copy of the student's transcript of all courses and grades for the current and previous year.
- One copy of any standardized tests taken during the last three years.

**PLEASE DO NOT SEND THE STUDENT'S PERMANENT RECORD.**

Thank you for your assistance.

Cascades Academy of Central Oregon  
Office of Admission

*Note: Oregon Revised Statute (ORS 336.215) allows transfer of student academic records without penalty to any other school or educational institution upon receipt of notice of student enrolling in said institution. It is no longer necessary for said institution to obtain written consent to release records to other educational institutions.*



## Tuition and Fee Schedule 2012-2013

### IMPORTANT NOTES:

- A 10% deposit is due upon signing of your enrollment contract.
- Once your deposit is paid you may choose from the following payment plans:
  - Plan A: 1 payment due June 1
  - Plan B: 3 payments due June 1, September 1, and December 1
  - Plan C: 8 payments due the 1<sup>st</sup> of the month May through December
- Payments for all plans may be made by check, VISA, or MasterCard.
  - Credit card payments for plans B and C will incur a 2.5% service charge.
- All tuition must be paid in full by **December 1, 2012**

**FULL TUITION (GRADES K-12): \$10,950**

### ADDITIONAL FEES (Estimates):

<b>LOWER SCHOOL (K-5) Required Additional Fees</b>	
Books & Workbooks	\$30-\$50
PE & Ski Program	\$350
Storyline, Field Trips, Outdoor School	\$100
Traveling School (3rd-5th)	\$275
Opal Creek (4 <sup>th</sup> & 5 <sup>th</sup> only)	\$125

<b>MIDDLE SCHOOL (6-8) Required Additional Fees</b>	
Books	\$250
PE & Ski Program	\$400
Field Trips and Outdoor School	\$200
Fall Confluence & Traveling School	\$600

<b>UPPER SCHOOL (9-12) Required Additional Fees</b>	
Books	\$250
PE & Ski Program	\$400
Field Trips	\$150
Fall Orientation Trip	\$100
Two Traveling School Trips	\$1,500

<b>ALL SCHOOL (K-12) Optional Fees &amp; Programs</b>	
Milk	\$12-\$30/term
Pizza Monday	\$2.50/1 slice, \$4.00/2 slices
Tasty Tuesday	\$3.00/small, \$4.00/large
Comfort Food Friday	\$3.00/small, \$4.00/large
Yearbook	\$35

### BUSINESS OFFICE CONTACT INFORMATION

Kelly Tanguay, Cascades Academy, [tanguay@cascadesacademy.org](mailto:tanguay@cascadesacademy.org), 541.382.0699  
 Joy Spray, Greenstone Reporting, [joy@greenstonereporting.com](mailto:joy@greenstonereporting.com), 541.385.0888



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## Flexible Tuition Program Information for Families

Thank you for your interest in Cascades Academy for the 2012-13 school year. Inclusion and affordability are essential elements of Cascades Academy's educational program. The Flexible Tuition Program allows families to pay what they can afford for tuition. The range is anywhere from \$1,000 to full tuition.

To be eligible for consideration for a tuition adjustment, you must complete your online application. We will communicate all decisions about tuition adjustments with acceptances on a rolling basis until all classes are full.

We use an independent organization, School and Student Services (SSS), to process applications. Based on the financial information you provide, SSS gives us an estimated amount your family can contribute to educational expenses. This helps us make fair and objective award decisions. To begin your tuition adjustment application for the 2012-13 school year, follow these steps below.

### ONLINE

1. Go to [sss.nais.org](http://sss.nais.org).
2. Click on the prompt to begin your Parents' Financial Statement (PFS). You only have to complete one PFS even if you have several children applying to our school.
3. You will be given a password that will allow you to return to your PFS at a later date before submitting it.
4. Cascades Academy requires you to submit the following documents with your online application:
  - 2011 1040 with all filed schedules and attachments - **As soon as completed, no later than April 15**
  - 2011 W2 - **Due February 1**
  - 2011 Business/Farm Statement - **As soon as completed, no later than April 15**
  - 2010 1040 with all filed schedules and attachment - **Due with PFS**
5. **To submit these documents by mail**, send one copy (not the original) of each document with a Required Documents Cover Sheet to: SSS By NAIS, P.O. Box 449, Randolph, MA 02368-0449 USA. (For overnight mail: SSS By NAIS, Processing Center, 437 Turnpike Street, Canton, MA 02021.)
6. **To submit these documents online**, go to the Manage Documents tab in the PFS Online. There you can upload documents from your computer. Save each document separately in Adobe Acrobat .pdf or as a .jpg file. Each document must not exceed a size of 500 kilobytes. On the Manage Documents page, click on "Browse," locate the document on your computer, then click on "Upload."
7. There will be a place on the online application to indicate any additional information you would like the school to know in considering your application. (i.e. any unusual circumstance or expenses, any changes you anticipate for 2011, etc). Please feel free to use this space.

**Questions? For questions about the online application, call SSS at (800) 344-8328. (Mon - Fri: 9am - 8pm EST. Sat: 9am - 4pm EST).**

**For all other questions, please contact Julie Amberg at [amberg@cascadesacademy.org](mailto:amberg@cascadesacademy.org) or (541) 382-0699.**