



American International School of Zagreb

Accredited by the Middle States Association of Colleges and Schools
Authorized by the International Baccalaureate

Admissions Process Checklist For Grades 1 to 5

Application for admission checklist ([SchoolIS Parent Portal](#))

- ☐ Application fee – proof of payment. The payment is due at the beginning of the online application process;
- ☐ Billing information (name, address, email etc.);
- ☐ Application for admission (general information such as an applicant's ID style photograph, date of birth, nationality, residence information, passport scan, birth certificate scan);
- ☐ Language and previous schooling information (mother tongue, other strong languages, language and schooling history);
- ☐ Immunization records (scan of the immunization card) and doctor's certificate – a medical certificate stating that there are no medical contraindications for school enrollment;
- ☐ Minimum of last two years of report cards from current/previous school - the most recently completed academic year and the previous one, as well as the year in progress needs to be provided;
- ☐ Specific Learning Needs Documentation: All documentation related to English language level of proficiency, Individualized Educational/Learning Plans (IEP or ILP), educational evaluation results, speech and language reports, Occupational Therapist reports, physical limitation reports, or any additional information regarding specific learning needs is required. If parent(s) is/are a U.S. Government employee then evidence of a "Class 2 Clearance" is required;
**Updated records are essential (not more than three years old) and in English.*
- ☐ Standardized test results and/or MAP scores;
- ☐ MAP Reading and Math assessment – in-person at AISZ, or facilitated by the applicant's current school.
- ☐ Student Reference Form (downloadable from the application portal and to be filled out by a homeroom teacher, counselor, or principal).

Important notes:

- Application for enrollment is NOT OFFICIAL until all essential items requested have been provided.
- Please note that reference forms are to be completed by the applicant's current school and sent directly to AISZ. Recommendations will not be accepted directly from the family.
- Additional assessments may be requested by the Admissions Committee as needed.
- For any original school records that are not in English, the applicant's family is responsible for supplying copies that are officially translated into English and certified.
- If an application for admission is submitted outside of the official admission periods (as published on the [AISZ website](#)), it will be reviewed within 10 (ten) business days after submission; and during school holidays, the process may take up to four weeks.



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Checklist for enrollment after acceptance

- ☐ Enrollment Contract;
- ☐ Consent and permissions (to be filled out online via the parent portal);
- ☐ Updated medical records (to be uploaded to the parent portal):
 - ☐ [Medical Checklist](#) (to be filled out by a parent)
 - ☐ [Physical Examination Form](#) (to be filled out, signed, and stamped by a healthcare provider);
- ☐ Tuition Payment Procedure;
- ☐ Tuition Payment as per the Tuition Invoice;
- ☐ Updated Parent/Guardian contact information (home address, cell phone numbers, and emergency contacts).

Important notes:

- The Medical Checklist and Physical Examination form are mandatory forms and are provided directly to the AISZ Medical Office due to confidentiality. To avoid unnecessary doctor visits, you may bring the Physical Examination form (link above) to your child's first doctor's appointment. This form, which needs to be filled out by the doctor and uploaded after acceptance, is required for completing the enrollment process. Families should only upload the Physical Examination form after their child has been accepted for admission.
- All of the above steps need to be completed before a student may begin attending school.