

Admissions Process

We encourage interested families to begin the Admissions Checklist as soon as possible. The dates listed in the Enrollment Schedule are used by Immanuel Lutheran Administration as the priority order of acceptance outlined in the Immanuel School Policy Handbook. Please note that completing the checklist does not guarantee acceptance. Once a family has completed all the required tasks for consideration of admission, the school administration will advise on the next steps.

ADMISSIONS CHECKLIST

Required for Consideration of Admissions

- School Tour**- All prospective families will take a tour of Immanuel Lutheran School. This provides an opportunity for families to see the building and learn about an Immanuel education. To schedule a tour, please call Immanuel (815.459.1444) or request a tour at www.immanuelcl.org/school-tour.
- Consultation with the Principal/Preschool Director**- All prospective families will meet with the principal. This provides an opportunity for Immanuel to learn about your family, the learning needs of your student(s), and explore the goals you have for education. The consultation is most often scheduled as part of the School Tour.
- TADS Application**- To fill out an application, go to www.immanuelcl.org/school-admissions, and click "Apply Now." TADS is Immanuel's third-party registration and tuition management system.
- Record Request Form (Grades 1 - 8 only)** - Families must complete a permission form granting Immanuel Administration access a student's records from their current or former schools. This allows Immanuel to review records and ensure ability to accommodate the learning needs of the student prior to acceptance.
- Student Assessment (Grades 1 - 8 only)** - Students are required to take a student assessment. This tool is used by administration and teachers to gain a better of understanding of a student's strengths and areas of learning opportunities. Please contact Principal Tim Hipenbecker (thipenbecker@immanuelcl.org) to schedule a day and time.
- Teacher Recommendation (Grades 1 - 8 only)** - It is recommended to have the most recent classroom teacher complete and forward the recommendation form to Immanuel.
- Parent Statement (Grades K - 8 only)** - Parents complete the Parent Statement, which helps administrators and teachers gain a better understanding of the child and parental expectations.