The following steps are provided to assist you with the application process. Your application will be complete, for evaluation, when all of the following are on file in the Office of Admission: the application, transcript, standardized test scores, two essays, two recommendations and the application fee. Secondary School Admission Test (SSAT) is also accepted.

**Step One – Application**
Complete the application and mail it along with the non-refundable $75.00 application fee to:

**The Office of Admission: Randolph-Macon Academy**
200 Academy Drive
Front Royal, Virginia 22630

**Step Two – Essays**

**ESSAY 1:** On an attached sheet, please explain why you wish to attend R-MA. *Parents who wish to provide an explanation should do so on a separate page.*

**ESSAY 2:** Choose one of the following and on a separate sheet prepare:

(a) a one-page essay (grades 9-PG)
(b) a half-page essay (grades 6-8)

1. Tell us about the most recent book that you have read. (You can do a plot summary, character analysis, or examination as to how the book is relevant or not relevant to your life.)
2. Relate a personal experience that has influenced your life.
3. Tell about the most influential person in your life.
4. What do you hope to accomplish in life; what are your goals?

**Step Three – Record Release**
Bring record release form to the appropriate official at the applicant’s current school and they will mail or fax copies of the following to R-MA:

- official transcript
- standardized test scores
- health and immunization record
- discipline record (if applicable)
- Individualized Education Plan, 504 Plan &/or psychological report (if applicable)

**Step Four – Admission Test**
We will accept the Secondary School Admission Test (SSAT). Registration information and testing sites near you can be found at [www.ssat.org](http://www.ssat.org). Have scores forwarded to Randolph-Macon Academy. Our school code is 6000. R-MA can administer the SSAT on campus. Other standardized testing can be substituted.

**Step Five – Recommendations**
Two recommendations from current school personnel are required. One recommendation must be from an academic teacher that you have had within the last year and the second recommendation can be from another teacher, guidance, principal, coach, minister, priest or rabbi. Both student and parent must sign both recommendation forms. The completed recommendations can be mailed or faxed to the Admissions Office (address/fax number is on the form).

**Step Six – Interview**
An interview is required. If you live too far away to visit campus, a phone interview will be arranged. Call 1-800-272-1172 to set up an interview.

Admission decisions are determined by the Admission Committee’s evaluation of several factors: the application, the previous school record, standardized test scores, recommendations, written essays and the interview. The parent is responsible for ensuring that all required information has been submitted to the Admissions Office. *A student’s file must be complete before the Admission Committee can review it.* R-MA may require additional testing.

If you want to know the status of your application at any time, feel free to call 1-800-272-1172 or e-mail Admission at admission@rma.edu.

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**Notice of Nondiscriminatory Policy**

Randolph-Macon Academy does not discriminate on the basis of race, sex, color, religion, national or ethnic origin.
Applicant’s Legal Name _____________________________________________

Last                   First                   Middle

Nickname _____________________________ ☐ Male ☐ Female ☐ Boarding ☐ Day

Current Grade _______ Applying for Grade _______ in the 20____-20_____ school year.

☐ Fall semester ☐ Spring semester ☐ Summer session ☐ Summer and Fall

Home Address ____________________________________________

Street ____________________________________________ City ____________________________

State/Province Zip/Postal Code Country

Home Phone (_____) _______________ Student Cell (_____) _______________ Student E-mail _______________

Student Social Security Number _______ - _______ - _______ Date of Birth _______/_____/(mm/dd/yyyy)

Place of Birth ____________________________ Religious Preference ____________________________

Have you ever attended R-MA? ☐ Yes ☐ No If yes, list grades and years attended. ____________________________

Have you previously applied to R-MA? ☐ Yes ☐ No If yes, list year. ____________________________

List other schools to which you are applying:

1. ____________________________ School State

2. ____________________________ School State

Will take SSAT on (date) _____/_____/______ Took SSAT on (date) _____/_____/______ ☐ Will be substituting other standardized test scores

☐ Married ☐ Separated ☐ Divorced ☐ Single parent

If parents are divorced or separated, who has legal custody of the applicant? ____________________________

Name ____________________________ Spouse ____________________________

Mr., Mrs., Ms., Dr., Other Last First Mr., Mrs., Ms., Dr., Other Last First

Relation to applicant ____________________________ Relation to applicant ____________________________

☐ Is an emergency contact ☐ Is financially responsible

Cell (_____) _______________ Fax (_____) _______________

Home E-mail ____________________________

Occupation ____________________________

Title ____________________________

Employer ____________________________

Business Address ____________________________ Street ____________________________

City State/Province Zip/Postal Code Country

Phone (_____) _______________ Fax (_____) _______________

Work E-mail ____________________________

Are you applying for financial aid? ☐ Yes ☐ No
HOUSEHOLD 2

□ Married  □ Separated  □ Divorced  □ Single parent

Home Address

State/Province Zip/Postal Code Country

Name
Mr., Mrs., Ms., Dr., Other Last First

Relation to applicant

□ Is an emergency contact  □ Is financially responsible

Cell (______)_________ Fax (______)_________

Home E-mail

Occupation

Title

Employer

Business Address

City State/Province Zip/Postal Code Country

Phone (_____)(______)_________ Fax (______)_________

Work E-mail

SIBLING INFORMATION

1. Last Attended R-MA □ Yes □ No First Age Current Grade
   □ Yes, list year(s) _______ to _______

2. Last Attended R-MA □ Yes □ No First Age Current Grade
   □ Yes, list year(s) _______ to _______

To be completed by the applicant’s parent/guardian

From what source did your family first learn about R-MA? (If internet, please be specific)

List R-MA students, parents of students or alumni with whom you are acquainted.

Last First Type of acquaintance Class of (if alumni)

Last First Type of acquaintance Class of (if alumni)

If you have worked with an educational consultant, please give name and information.

Last First Address Phone Number/Email Address

Why do you wish your child to attend R-MA?

Describe your child’s academic and social strengths and weaknesses.
Applicant’s Curricular and Extracurricular Interests

This section must be completed by the applicant. If certain questions are not applicable, write N/A.

In what subject(s) have you excelled? ____________________________________________________________
What subject(s) do you find most challenging? ____________________________________________________
What college(s) are you interested in attending? ____________________________________________________
What profession(s) or vocation(s) are you considering? _____________________________________________
What previous honors or academic awards have you received? _________________________________________
Do you play a musical instrument?  □ Yes  □ No  If so, which instrument(s)? ____________________________
Have you ever sung in a choir?  □ Yes  □ No  ____________________________________________________

Check the activities in which you would be interested at R-MA:

□ Band  □ Drama  □ Chorus  □ Yearbook  □ Color Guard
□ Debate  □ Interact Club  □ Drill Team  □ Flight Training

Check the appropriate boxes and place an asterisk (*) if you lettered in the sport.

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<th>Previous</th>
<th>Desires to Participate</th>
<th>Activity</th>
<th>Previous</th>
<th>Desires to Participate</th>
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<tr>
<td>Lacrosse</td>
<td>□</td>
<td>□</td>
<td>Other</td>
<td>□</td>
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</tr>
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List the organizations (school, church, community, etc.) in which you have been a member and any offices held and number of years.
______________________________________________________________

Academic and Conduct Information

Current Grade ___________  Current School ___________________________________________________________
Address

________________________________________  __________________________________________  ___________
Current School

Office Phone (_____ ) ___________________________  Principal’s Name _______________________________
Office Fax (_____ ) ___________________________  Counselor’s Name _______________________________

Previous Schools Attended

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<tr>
<th>Name</th>
<th>City/State</th>
<th>Grade(s)</th>
<th>Year(s)</th>
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</table>
As a student at R-MA, the applicant must comply with our standards of conduct. R-MA prohibits the possession and/or use of any substance which could become addictive, to include alcohol, tobacco, or other drugs. R-MA also forbids illicit sexual activity and requires compliance with a strict honor code.

1. In view of the above, is there any reason to anticipate the applicant will have difficulty complying with our standards of conduct? □ Yes □ No

2. Has the applicant ever been:  
   □ Suspended?  □ Yes □ No  
   □ Dismissed?  □ Yes □ No

3. Has the applicant ever had any other serious behavior or conduct problems in school? □ Yes □ No

4. Was the applicant denied re-enrollment because of disciplinary reasons? □ Yes □ No

5. Has the applicant had any involvement (other than minor traffic violations) with law enforcement authorities? □ Yes □ No

If you answered YES to any of the above five questions, please explain in detail and attach all available documentation:

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

6. Has the applicant ever undergone any educational, psychological, behavioral or chemical dependency evaluations? □ Yes □ No

If yes, explain why. (Enclose copies of test results/evaluation)

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

7. Is the applicant currently on medications of any kind? □ Yes □ No

Name of Medication(s) ____________________________________________  Current Dosage __________________

If yes, explain.

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

8. Please describe any illnesses, diseases, or physical disabilities which may have affected or affect your child’s health, school work, or participation in the school’s athletic program:

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

9. Describe any circumstance or recent changes in the applicant’s life that you feel are significant (i.e. family relocation, divorce or separation, loss of loved one, adoption):

__________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________

I hereby acknowledge and represent that the information in this application is true, correct, and complete to the best of my knowledge, and I further understand that a material omission or false information may constitute grounds for dismissal from Randolph-Macon Academy.

Parent Signature ____________________________________________  Date __________________

Student Signature ____________________________________________  Date __________________