



THE AMERICAN SCHOOL
Developing Academic Excellence and Strength of Character

Schoolwide Admissions Policy

Review of Policies:

- Date: 26 March, 2025
- Staff members:
 - Ms. Lindsay Stanford, Grade 4 Homeroom Teacher
 - Ms. Hinda Khogali, Grade 5 Homeroom Teacher
 - Ms. Alison Bottcher, Grade 5 Homeroom Teacher
 - Mr. Dan Rodgers, ECCES Social Emotional Counselor
 - Ms. Laura Robins, Pre-Nursery Homeroom Teacher
 - Mr. Justin Hurst, Grade 4 Homeroom Teacher
 - Mr. Zachary Henson, Grade 2 Homeroom Teacher
 - Ms. Casandra Perry, PYP Coordinator
- Next review date: February 2026



Introduction

The American School is dedicated to delivering a quality American education that fosters academic success for all students. Our admissions process is designed to be inclusive, transparent, and aligned with the principles of WASC and CIS. Additionally, it is aligned with the International Baccalaureate (IB), of which we are currently in the candidacy phase. We have rolling enrollment throughout the year and aim to provide a supportive experience for prospective families.

Admission Criteria

We seek students who demonstrate:

- Good learning aptitude
- Excellent behavior
- Strong commitment to academic excellence

Admissions Procedures

Step 01: Consultation

- **Research:** Families are encouraged to explore the TAS website for information on our programs and values.
- **Personal Consultation:** If residing in Ho Chi Minh City (HCMC), families may visit the school for a consultation to discuss the program of study, admission requirements, and take a tour of our innovative campus. Otherwise, a virtual visit can be arranged.

Step 02: Required Application Documentation

Applicants must submit the following documentation:

- Completed application form
- Application fee
- Scan of the child's passport, birth certificate, or ID
- Recent digital passport photo
- Two years of previous school records, transcripts, and any standardized assessment reports (notarized English translation required where applicable)
- TAS Recommendation Form (provided by the TAS Admissions Team)
- Completed TAS Medical Report, including immunization history

Step 03: Placement Assessment (if applicable)

- Based on submitted documentation, a placement assessment may be required for English language proficiency or academic skills.
- The Admissions Team will inform families if an assessment is necessary and arrange it accordingly.
- Assessments include:
 - **Measure of Academic Progress (MAP) Screener:** Assesses student proficiency in language and math against TAS benchmarks.
 - **WIDA English Language Assessment:** Evaluates reading comprehension, writing accuracy, speaking fluency, and listening comprehension.

Step 04: Admission Decision

- The division Vice Principal, Student Support Head, and Executive Principal will review all submitted documentation and assessment results.
- Admission decisions will be communicated within three working days, contingent upon the submission of the application fee.

Step 05: Enrollment

- Families will receive an official Acceptance Letter outlining information about fee options, meal plans, and bus registration.

Step 06: Registration Fee

- To secure enrollment, families must pay the registration fee within five working days of receiving the invoice. This non-refundable fee confirms the family's commitment to enroll at TAS.

Policy Integration

Inclusion Policy & Language Policy

- Our inclusion policy further explains possible student support provided based upon placement assessments..

Conclusion

The American School is committed to fostering an inclusive and academically rigorous environment for all students. Our admissions procedures are designed to align with international values while ensuring a seamless experience for prospective families. We look forward to welcoming new students into our community.