



Memorial Lutheran School
5800 Westheimer Road
Houston, Texas 77057
713.782.4022
713.782.1749 fax
www.mlchouston.org

Welcome to Memorial Lutheran School!

Thank you for considering MLS for your child.

Please note the following important information regarding the admissions process.

Admissions/Registration Checklist

1. Submit the application for admission with the \$50 non-refundable application fee to the school office by February 1 (MLS accepts applications year-round if space is available).
2. At the time of application, the following must be submitted: copies of birth certificate and immunization records; health form signed by the doctor; health check list; previous school records and standardized test scores (if applicable). The admissions process is not complete until all information is received.
3. If applying for grades Pre-school 3 – 8th please sign and submit the appropriate teacher recommendation form(s) to the current/previous school. They will send the form directly to us.
4. Schedule student testing:
 - 5th- 8th grade applicants must register to take the ISEE (independent school entrance exam). Go to www.iseetest.org to register.
 - Students in grades K-4 are tested individually by our faculty - an appointment will be scheduled with the teacher.
5. The Early Childhood Director will meet with Infant, Early Start, Pre-school and Pre-K families.
6. An interview with the head of school may also be scheduled before final acceptance is determined.
7. Notification of acceptance is sent after the applicant's file is complete.
8. After official acceptance, the registration fee must be paid to secure a place in the class.

Tuition Payment Information:

Tuition may be paid monthly via ACH automatic withdrawal to begin in August. Parents may select either the 5th or the 20th of the month for payment. Families can also elect to pay the tuition in full.

The ACH withdrawal payment option form must be turned in to the business office before school begins.