



# ADMISSIONS GUIDE

DALAT INTERNATIONAL SCHOOL

EDUCATION FOR LIFE



## TABLE OF CONTENTS

ADMISSIONS GUIDE	2
APPLICATION MATERIALS	3
APPLICATION PROCESS	3
ADMISSION PROCESS	4
APPLICATION CHECKLIST	7
ADMISSION POLICIES	8
EAL STUDENTS	11
LEARNING SUPPORT	12
IMPORTANT EVENTS	14
GENERAL INFORMATION	15
School Uniforms	16
School Supplies	17
Transportation	17
Security	17
Communication	18
Parent Involvement	18
Cafeteria	18
End of Day Activities	19
School-wide Student Services	20
Special Events	20
APPLICATION TIMELINE	21





# ADMISSIONS GUIDE

Welcome to Dalat International School. Dalat is an American-style, university preparatory school with a biblical worldview. The school is accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). Our campus is host to over 700 students from countries around the world and offers an exciting multicultural environment for students to learn.

The academic and boarding programs at Dalat have been fully accredited for a number of years, and the school has received exemplary accreditation status.

Cultivating life long learners is crucial in preparing our students for their future. To achieve this goal, we are currently transitioning from traditional grading practices to standards-based teaching and learning and plan for full implementation in the 25-26 school year.

The purpose of this booklet is to assist parents in making the admissions process as smooth as possible. It provides information you need regarding the enrollment process, as well as services available at Dalat.



# APPLICATION MATERIALS

The online student application and checklist of required documents can be found on our website, at [dalat.openapply.com](http://dalat.openapply.com), or under the Admissions tab at [www.dalat.org](http://www.dalat.org). Please note that forms vary depending on the grade level of the child and other services you may require. Your application will be considered complete and ready for review once the completed application, documents and the application and test fee (test fee as needed for kindergarten and older) have been received by the Admissions Office. Please refer to the application checklist.

## APPLICATION PROCESS

We encourage parents who desire to enroll their child at Dalat to contact the Admissions Office (email: [admissions@dalat.org](mailto:admissions@dalat.org)) regarding spaces available and to have their initial questions answered prior to applying. We are happy to schedule appointments and tours for prequalified applicants who are likely to meet our minimum requirements for enrollment. Scheduling priority is given to applicants who are applying for the next intake. Unscheduled walk-in visits are unacceptable since our calendars fill up with appointments a week or two in advance, and tours are limited to reduce disruptions to our classes.





# ADMISSION PROCESS

## 1 / OPTIONAL SCHOOL TOUR

Visit the school for an informational tour

## 2 / FORMS & DOCUMENTS

Submit application forms and other documents

## 3 / ACKNOWLEDGEMENT

Receive acknowledgement of application

## 4 / STUDENT FILE

Student file is complete

## 5 / EAL & LEARNING SUPPORT

English as an Additional Language (EAL) and Learning Support (limited)

## 6 / ADMISSIONS DECISION

Enrollment decisions are made by the admissions committee

## 7 / FEES DUE

Registration fees and other fees

## 8 / FINAL DOCUMENTS

Final documents needed for enrollment

### 1. Visit the school for an informational tour (optional)

- Appointments must be scheduled in advance and are not available to take walk-in appointments.
- Tours are usually given in February–April for the August intake and September–November for the January intake.

### 2. Submit Application Form and Other Documents

- Please refer to the document checklist on the online application form.
- Boarding students must submit an additional supplemental boarding application.
- Pay application fee.



### 3. Receive Acknowledgement of Application

- Parents will receive an acknowledgement email. A reminder will be given for any outstanding documents.
- Schedule placement test and pay test fee if applicable.
- No student's file will be reviewed by the admissions committee until all documents are received.

### 4. Student's File is Complete

- Student's file will be reviewed only after ALL the supporting documents are received and placement testing is administered.
- Applications are not considered on a "first come, first served" basis, rather applications received in January to March will be considered together in our March meetings (and August to October applications considered in October as a group). Many classes have limited availability; only completed qualified applications have equal opportunity for available openings.
- The admissions committee is composed of the admissions director, head of school, deputy head of school, principals, and a counselor. EAL coordinator, residence life supervisors, and Learning Support coordinator are called upon as needed.

### 5. English as an Additional Language (EAL) and Learning Support (limited)

- All non-native English language speakers will be assessed for their need for enrollment in an EAL support class.
- EAL students must meet our minimum requirement for English to be eligible for enrollment. Students in kindergarten and above are required to have a strong English foundation.
- Dalat does not have EAL support in preschool or high school.
- Additional information is essential for students identified as needing learning support. The admissions committee reserves the right to require additional assessments or testing as needed.







## 6. Admissions Decision

- The enrollment decisions are made by the admissions committee and are final.
- If qualified and a seat is available, parents are notified of the acceptance offer via email.
- If qualified and a seat is not available, students may be placed in the wait pool. The wait pool is kept to approximately 5% of the grade-level capacity. If the wait pool is full, a qualified student may not be wait-pooled at the discretion of the admissions committee. Parents are encouraged to keep in touch with the admissions director as to their child's status. Students will be wait-pooled for a maximum of 12 months.
- Non-qualified students will also be notified by email.
- Please note that donors or contributors of large gifts are not given preference in enrollment.

## 7. Fees Due

- Registration fee must be paid within four weeks after receiving the acceptance offer. Failing to do so will mean the removal of the student from enrollment.
- All other fees are due prior to the start of the semester.

## 8. Final Documents Needed for Enrollment

- Completed physical evaluation and health forms (including immunizations) are required before the student's first day of school.
- Visas / Ministry of Education approval must be completed within the first six weeks of school. Copy of visas must be submitted to the Admissions Office.
- All renewed passport copies must also be submitted to the Admissions Office.





# APPLICATION CHECKLIST

## All students

- A non-refundable application (RM600) and test fee (RM200) totaling RM800 is required for all applications for kindergarten through Grade 12 before the time of testing. Preschool applications are charged a RM600 application fee only. Payment can be made in cash, by check, or wire transfer payable to Dalat International School.
- School records from each school previously attended during the past two years.
  - School records, including any standardized test scores (ITBS, MAP, PSAT, STAR, etc.) must be translated to English (if applicable) and authenticated.
  - Preschool and kindergarten students are not required to submit reports, although a progress report from the child's preschool program is preferred. All preschool applicants must have completed toilet training at the time of application to qualify.
  - Any psychological, student support (IEP), or special education records and evaluations.
- Teacher Reference form (Grades 1-12)
- Principal/Counselor Reference form (Grades 1-12)
- Current picture of the applicant (passport or school-type, digital preferred)
- Photocopy of student's passport with at least six months' validity showing the passport number and date of birth
- Photocopy of student's birth certificate
- Photocopy of father and mother's passports

## Additional Boarding Requirements

- Boarding application
- After enrollment: Four passport-size photos with blue background for the student visa



# ADMISSION POLICIES

**Students are accepted  
under the following  
conditions:**

## NON-DISCRIMINATION

Dalat International School admits students of any race, religion, gender, nationality, or ethnic origin. Dalat students have equal rights, privileges, and access to programs and activities generally accorded or made available to students at the school. Students will be accepted after proving their command of English is adequate to the learning situation and provided if spaces are available. Dalat International School reserves the right to establish wait pools and to assign priorities for enrollment as necessary.

## AMERICAN SCHOOL

Dalat is an American-curriculum international school accredited by North American institutions and does give priority to U.S. citizens, students whose parents work for U.S. companies, and native English speakers.

## PHYSICAL EVALUATION FORM

The physical evaluation by a doctor must be received prior to the student beginning classes. Students will not be able to start school if the Admissions Office has not received the physical evaluation.

## SCHOOL RECORDS

The student's previous school records meet the academic requirements for admittance.



## TRANSFER OF CREDITS

Credits being transferred from non-accredited schools will be reviewed and validated by the high school guidance counselor. Credits will be evaluated based on length of time taken as well as matching course description to Dalat's classes. Placement testing in various subjects are offered to clarify placement and accurate scheduling.

## BIBLE CLASSES AND CHAPEL MEETINGS

The parent and student agree for the student to participate in and attend Bible classes and chapel services in accordance with the attendance policy. Dalat is an international school that teaches from a biblical worldview.

## NON-MALAYSIAN PASSPORT

All students with a non-Malaysian passport must apply for a student visa. It is the parent's responsibility to apply for a student visa or student pass. There are a few exceptions such as MM2H or Residence Pass-Talent that require other procedures to comply with the Malaysian Ministry of Education guidelines. Boarding students will receive assistance from the Dalat main office to get their student visas.

## IMMUNIZATION POLICY

Dalat International School requires the following vaccinations:

Hepatitis B: three shot series

Varicella (chickenpox): two shot series  
polio series

DTaP: diphtheria, tetanus, Pertussi: four shot series with boosters at appropriate ages

MMR: mumps, measles, and rubella: two shot series

### **Dalat International School will allow the following exemptions:**

- **Medical Exemption:** Exemption form to be filled out by the student's primary physician.
- **Personal/Religious Exemption:** Parent/legal guardian must meet with the Dalat nurse for discussion of the benefits and risks of immunizations, then a Certificate of Exemption form can be filled out and signed by both parties.

## PRESCHOOL AND KINDERGARTEN

Students entering preschool must be toilet trained, able to follow instructions and routines, understand and communicate in basic English, overcome parental separation, and interact well with other children. A student's acceptance will be on a probationary basis pending whether or not the child is able to meet these requirements.

## INTERVIEWS AND TESTING

The admissions committee will also consider if the results of an interview (during the application process) between admissions personnel and the parent and student are satisfactory, or the results of an interview between the deputy head of school, principal, residence supervisor (for boarding students), and the parent and student are satisfactory (if deemed necessary).

Preschool applicants must have an interview and pass a behavioral-developmental screening for preschool readiness. All applicants for kindergarten through Grade 12 will be given a standardized test (MAP - Measures of Academic Progress) to confirm grade placement and eligibility during one of the campus visits. When multiple applicants qualify for a seat, Dalat does not select students based on the highest test scores but on the entire application and the discretion of the admissions committee.

Remote testing may be available for students from international or Western-curriculum schools who are not in Penang. The testing environment must follow the guidelines of the Admissions Office. Should remote results not match student performance upon starting school, enrollment may be re-evaluated and/or a student may be given provisional acceptance.

## PROVISIONAL ACCEPTANCE

When there is a concern regarding a student's academic ability, behavior, or English proficiency, the student may be given provisional or conditional acceptance. Criteria for continued enrollment will be outlined in the acceptance letter. Students admitted on provisional/conditional acceptance are admitted for one semester. Upon arrival, the student may be referred to the Student Services Team (SST) for quarterly review. The student's teachers and divisional counselor may meet regularly with the student and report back to SST. SST will then make a recommendation to the School Leadership Team regarding the continued enrollment of the student. The principal will then send a letter via email to the parents stating whether or not the student has met provisional requirements and outlining any additional expectations for the student. If provisional or conditional enrollment requirements are not met, enrollment may not be continued.

## ARRIVAL DEADLINE

Eight days after the semester has started, no new students will be admitted that semester. Exceptions may be given to U.S. and Canadian citizens transferring from U.S. or Canadian schools.





# EAL STUDENTS

All applicants applying to kindergarten and above will take a placement test that is administered on our campus prior to admission. This is a shortened version of the test Dalat students take twice a year. Applicants to preschool with limited English will be admitted at the discretion of the admissions committee.

Dalat International School admits students through Grade 7 with limited English proficiency based on the following: past academic performance, results of the placement test, and seats available in the appropriate grade level. Admissions criteria will differ in the different divisions of the school.

All students must have some level of English proficiency to be accepted. Dalat does not accept students with no English proficiency.

Students applying for Grades 9 to 12 must be fluent in English. No EAL classes are available after Grade 8.

There are limited spaces available in the EAL program.

Additional fees apply to the EAL program.



# LEARNING SUPPORT

Sometimes a student may require additional support due to a learning disability, mental health issue, neurodevelopmental disorder, or other needs. Our programs are designed to meet the instructional needs of students with minor learning, language, emotional, or behavioral difficulties. Admission is contingent upon a match between the student's needs and the level of services available. There are limited spaces available for children with special needs. Learning support is typically limited to accommodations, pull-out interventions, push-in instruction, and academic testing.

To properly evaluate and prepare to support the child, educational and emotional support documentation is needed. These documents include, but are not limited to, copies of school reports, copies of all diagnostic test reports and results, Individualized Education Program (IEP) reports, 504 plans, psychological educational evaluation or other learning support profiles, medical information related to your student's learning, notes on speech therapy and other therapeutic support, and recommendations from a specialist for further support.

Without such information, Dalat International School cannot make the best educational decisions for your student or provide the kind of environment that meets your student's educational needs. Failure to provide this information puts the child at risk and may result in a denial of admission or a reversed admission of a previously accepted student.





# IMPORTANT EVENTS



**ORIENTATION DAY**

**HIGH SCHOOL STUDENT  
SCHEDULES**

**NEW PARENT BREAKFAST**

**OPEN HOUSE**

**PARENT-TEACHER  
CONFERENCES**

## **Orientation Day**

Upon acceptance into Dalat International School, families will be sent information about new student and parent orientation to prepare for a smooth transition. Families are expected to attend orientation day. Orientation is held the day before the start of each semester. More information and instructions will be provided via email.

Boarding student parents will have an additional orientation for parents on the first day of school.

The school uniform store will open on orientation day as well as during the two days prior to the orientation each semester.





### **High School Student Schedules**

High school students and their parents must attend appointments with the high school counselor as part of orientation. This time with the counselor is necessary to review your child's class schedule. You will receive an appointment via email from the guidance counselor's office. Reschedule requests may be made by contacting the guidance office directly.

### **New Parent Breakfast**

Parents of new students are invited to the New Parent Breakfast held soon after school starts each semester. This orientation includes information on school goals, help with transitioning into a new school, and an opportunity to ask questions of school administrators. While orientation starts your child well in our school, New Parent Breakfast provides resources to weave your family into our extended community.

### **Open House**

Open House is held a few weeks after the start of the first semester in August. All parents are encouraged to attend. It is a great opportunity to meet your child's teacher, meet other parents, and find out more about the school.

### **Parent-Teacher Conferences**

Conferences are held with the parents of each child in middle school and high school at the end of the first and third quarters. Preschool and elementary conferences will take place during the first and third quarters. Parents may request a conference with a teacher at any time. Please contact the teacher via email, in writing, or by calling the school office to request and arrange a meeting time.



# GENERAL INFORMATION



## School Hours

Elementary Preschool:	<b>8:20 a.m. – 3:10 p.m.</b>
Elementary (Grades K-4):	<b>8:20 a.m. – 3:10 p.m.</b>
Middle School:	<b>8:20 a.m. – 3:10 p.m.</b>
High School:	<b>8:25 a.m. – 3:10 p.m.</b>





# SCHOOL UNIFORMS

Students are required to wear the school uniform during school hours. All Dalat uniforms may be purchased at the uniform room at designated times prior to each semester.

## School Uniform

Division-specific Dalat shirt with khaki Dalat shorts or skirt (for girls).

## PE Uniform

Yellow dri-fit Dalat PE shirt, Dalat PE shorts, and athletic shoes.

## Jackets

All Grades: Dalat jackets. Middle school and high school may also wear Dalat hoodies.

## Footwear

Elementary: Sports shoes or sandals with a back strap.

Middle and high school: Smart looking shoes, athletic shoes, or sandals.

No other additions to the Dalat uniform can be made.



## SCHOOL SUPPLIES

Elementary students are provided with the required paper, notebooks, pencils, eraser, crayons, ruler, and glue needed. Elementary teachers may require students to replace zip folders (if needed) for protecting homework and communication from school to home.

Starting in Grade 5, middle school students will be equipped with iPads that they will be responsible for throughout their academic journey until the completion of Grade 8. This initiative is part of the school's 1-to-1 iPad program, and the cost of purchase for these devices is paid by the parents and included in the Technology Fee. Students will receive an expandable file folder to organize handouts, worksheets, and other school work. Classroom teachers provide students with some lined paper, notebooks, and occasionally other supplies needed for class assignments. Teachers may request that students purchase additional supplies to complete assignments.

High school students may be required to have scientific calculators for some classes. High school students are required to purchase their own laptop; required device specifications will be sent as part of the enrollment information. A stylus may be required for some classes. Teachers may request that students purchase additional supplies to complete assignments.

## TRANSPORTATION

Parents must provide or arrange all transportation to and from school. Local school bus companies may be contacted to arrange for transportation. Preschool is not eligible for school bus transportation.

The local school bus service is contracted outside of Dalat International School. The school bus has both pick-up and drop-off times that vary according to your children's school schedule. Contact the PTO for contact information ([pto@dalat.org](mailto:pto@dalat.org)).

## SECURITY

In order to ensure the safety and security of the students on our campus, all visitors are required to wear ID badges. Prior to admission, families visiting the campus are requested to stop at the security office to sign in and receive temporary visitor badges. After your child has been admitted, you will be issued your personalized parent badge and lanyard that is required to be worn any time you are on campus. Thank you for your understanding and cooperation.

# COMMUNICATION

Communication between parents and the school is crucial. *Dalat News*, the Dalat website ([www.dalat.org](http://www.dalat.org)), Daily Bulletin, elementary class newsletters, elementary student work folders, middle school agendas, and email are all ways you can keep up-to-date on your child's classroom activities and school programs.

Families are expected to maintain current contact information with the front office.

## PowerSchool

PowerSchool is web-based and allows Dalat to make information available to parents via the internet. Through a secure login and password, parents are able to access current grade and attendance information for their children in "real time." As a teacher enters an assignment or grade, that information is immediately available to parents. PowerSchool also makes it possible for parents to set up their account to generate grade and attendance information to be automatically emailed to them on a regular basis.

# PARENT INVOLVEMENT

Participation in Dalat's Parent-Teacher Organization (PTO) is open to all parents. The PTO organizes school and community activities throughout the year. Email the PTO for details on time and location of PTO meetings ([pto@dalat.org](mailto:pto@dalat.org)).

We believe that parents in our community have a great deal to offer in complementing the work that we do with students. Parents are encouraged to contact individual teachers or the principal to volunteer in their areas of expertise. Parents are also encouraged to help with lunch/playground supervision, to act as a class parent, and to help supervise field trips.

# CAFETERIA

Students may bring their own lunch to school or sign up for the cafeteria semester lunch program. The cafeteria style lunch provides a hot meal, a sandwich bar, salad bar, dessert, and drinks with both Western and Asian options daily. The weekly menu is posted in *Dalat News*. If students choose not to sign up for the semester lunch program, they may bring their own lunch or purchase lunch on a daily basis. The daily purchase of lunch is a slightly higher price than the semester lunch. Proper etiquette and behavior is expected at all times in the cafeteria. Adults are on duty for assistance.



# END OF DAY ACTIVITIES

## **KICS (Kids Interest Clubs) Grades 1–4**

These are optional opportunities for students in grades 1-4 to participate in enrichment activities that interest them. These clubs are planned each quarter and run by Dalat staff after the school day ends.

## **X Blocks (optional) Grades 5–8**

After the school day ends, from 3:15 to 3:50 p.m., optional X block clubs are offered. These may include sports, arts, music, games, drama, and other subjects that do not fit into the regular school day. Supervised study halls are also available Monday–Thursday during X block. Any middle school student may attend study hall to work on homework. X block study hall may be required for some students, including those on academic probation and those on junior varsity sports teams with later practices. Students in Grades 5–6 must be in an X block or supervised by a parent if on campus during this time. Students in Grades 7 and above are allowed to remain on campus without direct adult supervision.

## **X Block (eXtracurricular) Grades 9–12**

X block time is an extension of the school day in which students may be required to meet for enrichment learning. However, if the student has no requirements, they are given permission to leave school. The protected time at the end of the school day is designed for academic options that fall outside the school curriculum (e.g., student government or class officers meetings or other club meetings, quiet study halls, and make-up tests) and allows for more instructional time for certain courses (e.g., AP courses, journalism).





# SCHOOL-WIDE STUDENT SERVICES

- Counseling
- Learning Support
- Tutoring by Students (Peer Tutoring)
- Health Services
- Technology Department
- Library
- Spiritual Life
- Cafeteria Services / Lunch Program

# SPECIAL EVENTS

- Open House
- Spiritual Emphasis Week (SEW)
- Missions Emphasis Week (MEW)
- Annual Fund
- Christmas Banquet – High school only
- School Music Concerts
- Drama Productions
- Battle of the Books – Elementary and Middle school only
- International Food Fair
- Dalat Junior Honor Society Induction
- National Honor Society Induction
- Junior Senior Banquet – High school only
- Family Fun Fair
- Graduation Week



# APPLICATION TIMELINE

## OPTIONAL SCHOOL TOUR

For the August intake, tours are usually given in February and March

For the January intake, tours are usually given in September and October

Note: Dalat does not use agents, and tours are limited to four adults maximum.



## FILL OUT THE ONLINE APPLICATION AND SUBMIT ALL SUPPORTING DOCUMENTS



(Boarding students should fill out Part 1 to 5 of boarding applications as well)

August intake application deadline: April 15th

January intake application deadline: November 1st

## SCHEDULE PLACEMENT TESTING AND INTERVIEW

These will not be scheduled unless the application is COMPLETE. As this step is very important to your child's enrollment process, please be flexible with timing and prioritize this appointment. A delay on your part may result in delayed enrollment confirmation or availability. Application and testing fee must be paid on the day of testing or before.



## ADMISSIONS COMMITTEE DECISION

Results are not given on the day of testing and interview. Our admissions committee—principals, directors, counselors (as needed)—meets once a week during enrollment season to make a team decision. The committee does not start meeting until about 6 weeks after the semester starts. It will take 1 to 2 weeks to give you an enrollment decision, possibly longer if your placement testing is scheduled early in the semester.



## **DALAT INTERNATIONAL SCHOOL**

11200 Tanjung Bungah, Pulau Pinang, Malaysia

Tel: +60 685 2100

Email: [admissions@dalat.org](mailto:admissions@dalat.org)

[www.dalat.org](http://www.dalat.org)