



# OFFICE OF ADMISSIONS

Welcome to the American School of Doha!

Established in 1988, the American School of Doha (ASD) is an independent, U.S. accredited, college preparatory school committed to providing educational excellence, through a standards-based, internationally enriched American curriculum, serving a multicultural student body. Today, with over 2,200 students, representing more than 75 countries.

ASD is recognized as one of the leading, non-profit international schools in the world. We are proud of the legacy we have built and pleased that you are considering becoming part of our community of learners.

I encourage you to visit our [website](#), as it will provide you with a glimpse of our involved administrators, talented faculty and students, and spectacular campus. You will also find detailed information regarding our ASD community, curriculum, course descriptions, and activities.

We understand the importance of your decision when it comes to finding the right school for your children. We want the admissions process to be clear and our communication to be helpful, and responsive.

Being a part of this community for over a decade as a parent, staff member, and volunteer, I am thrilled to share what makes our school exceptional. Should you be visiting Doha or arriving soon, we encourage you to contact us via email at [admissions@asd.edu.qa](mailto:admissions@asd.edu.qa) or phone at +974 4459 1511 in order to make arrangements for a school tour. Due to scheduling and security purposes, we do encourage an arranged appointment prior to your visit.

We look forward to meeting you and assisting your family, as you become a part of the legacy that is ASD!

# ADMISSIONS GUIDE

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PO Box 22090 • Al Bustan Street, E-Ring Road, Al Waab, Doha, Qatar



## IDENTITY STATEMENT

The American School of Doha is the premier educational leader in the dynamic and tradition-rich country of Qatar. We provide a rigorous standards-based, internationally enriched American curriculum in a non-profit, U.S. accredited, PreK – 12 college preparatory school. ASD is the hub of a multicultural community where we celebrate the whole Learner through diverse experiences.

## MISSION

ASD nurtures each Learner’s unique academic and personal identity; challenged and enriched through Communication, Collaboration, Creativity, Critical Thinking and active Character and Citizenship development.

## VISION

Empowering Learners to discover their passions, develop their talents, and positively impact our world.

## VALUES

**HONESTY** at ASD is defined as: Being truthful to ourselves and others. Honesty is expected from each person at ASD. We can display honesty in a variety of ways. This includes telling the truth, being open and transparent in our communication, respecting confidentiality when others confide in us, admitting our mistakes, apologizing when necessary and being accountable and consistent in our words and actions. Honesty additionally includes recognizing the impact that our daily choices have on the environment.

**RESPECT** at ASD is defined as: Treating ourselves, others and the environment with care.

There are many ways our Learners can show respect. This might include inviting and honoring each person’s voice and perspective, treating people with the dignity they are entitled to, supporting sustainability efforts, maintaining our classrooms and campus, arriving on time, being prepared, and following through with the commitments we make.

**RESPONSIBILITY** at ASD is defined as: Honest reflection and ownership of our words and actions. Responsibility is about behaving ethically. Ethical behavior shows up in the way we interact with others and the environment: the decisions we make; the action we take or don’t take; how we choose to behave in alignment with ASD’s core values; and the action we take to reduce our carbon footprint. Responsibility is not only behaving ethically but also following safety, behavior and other ASD rules outlined.

**KINDNESS** at ASD is defined through the following statement: We take care of each other. Taking care of each other means that we honor and celebrate all the unique identities that exist at ASD. Kindness can be shown in many ways. Kindness might be noticing and responding to the needs of others, showing empathy, acknowledging people for their individual talents, or peacefully and respectfully resolving differences. Kindness is also recognizing the Earth we share and taking care of it. Kindness is cultivated in a community where we are actively responsible, honest, and respectful towards each other and the environment.

## THE ADMISSIONS TEAM



**Mona Soliman**  
Director of Admissions

**Simona Tutundjian**  
Admissions Coordinator

**Rachel Edwards**  
Registrar



LEARN MORE



VISIT OR APPLY

# APPLY TO THE AMERICAN SCHOOL OF DOHA

When a candidate applies to the American School of Doha (ASD), we use our Mission, Vision, Values, and Admissions policy to determine whether our school will be the right fit for the candidate and his/her family. We want to ensure that the student will have a successful experience at ASD and beyond. To apply, visit our website at [asd.sch.qa](http://asd.sch.qa), or scan the QR code below:

## APPLICATION PROCESS

ASD is open to receive applications from all candidates, regardless of race, gender, religion or ethnic background. Applicants will be screened and admitted or denied admission through the admissions process by the designated divisional Admissions committees. Qualified candidates are those that meet specific criteria as outlined, and will be accepted in accordance with the described priority sequence.

### 1 Make an Online or On-Campus Visit

The ASD website [asd.sch.qa](http://asd.sch.qa) offers detailed information about our school and the admissions process. From the home page, you can select and view information about each division (Lower Elementary, Upper Elementary, Middle School, High School). You can also find information about curriculum, programs offered, photo galleries, student/parent handbooks, and more.

One of the best ways to gain a feel for our community is by visiting our campus. For this reason, we encourage families to schedule a trip to Doha and make an appointment with the Office of Admissions for a campus tour. Please contact the Office of Admissions via [admissions@asd.edu.qa](mailto:admissions@asd.edu.qa) or phone +974 4459 1511.

During your visit, we will refer to the application contents and explain the application process, as well as our school programs, services, and daily routines. We also welcome any questions you may have before, during, and after your visit about ASD and our school community.

### 2 Complete & Submit ASD Application Forms

Online application forms must be completed and submitted in full in order for a file to be considered and/or processed. This includes the paid application fee of QR 500. All records and documents must be submitted in English. Translated/certified copies of records must show an official stamp from the translator. Records from local government schools may be submitted in Arabic.

### 3 Admission Evaluation & Assessment

Candidates apply to ASD from many different countries with a wide range of educational systems and curriculums. Therefore, the candidate's age, previous academic report cards, admissions assessment, and a review of all pertinent educational documentation are used to ensure that the candidate is a match for our school, as well as placed in the appropriate grade level. Applicants are invited for an admission assessment based on our Board prioritization sequence and seat availability. The initial assessment does not guarantee a

place at the school nor that a seat will be held for any student. ASD reserves the right to contact schools previously attended in order to validate records provided and/or inquire about the candidate in question.

### 4 Wait Pool / Offer of Placement

If a candidate meets all admission criteria and qualifies for acceptance in a grade level that has reached capacity, then he/she will be placed in a waiting pool for that particular academic year. The Director of Admissions will send notification to the parents. Due to the school's admission prioritization sequence, an applicant's position in the wait pool may change as subsequent applicants qualify and are placed into the waiting pool based on our prioritization sequence and date of application. When a seat does become

available, parents will be notified and will receive a formal letter of acceptance from the Director of Admissions.

Applications must be kept active with submission of any new reports cards, standardized assessments, and teacher recommendations until there is seat availability. Applicants that fail to submit new documentation or do not respond to requests for updated materials will be considered closed. Inactive applications can be reactivated at no additional fee, but the place in the wait pool will be based on the new reactivation date.

## Decision to Deny Admission

The school may decide to deny admission to a candidate when there are concerns about behavior, academic achievement, social/emotional stability; and/or when a candidate's English language proficiency is not commensurate with the grade level for which they are applying. Admission may also be denied when the school is unable to offer a program to adequately meet an individual student's learning needs. Notification of the decision to deny admission will be sent to the parents from the Director of Admissions.

# ADMISSIONS PRIORITIZATION SEQUENCE

Qualified children of U.S. Embassy diplomatic personnel and ASD personnel are assured places at the school.

Prioritization sequence for all other candidates:

1. Children of ASD sponsored employees, U.S. Embassy staff and Corporate Sponsors
2. Siblings of currently enrolled students who are children of:
  - a. Active duty command sponsored U.S. Military
  - b. American and/or Qatari passport holders who also hold an American or Qatari passport
3. Children of Active Duty Command Sponsored U.S. Military
4. American and/or Qatari passport holders and children of Qatari passport holders
5. Other siblings of children enrolled at ASD
6. Children of diplomatic personnel stationed to Qatar
7. Children of ASD Alumni
8. Other qualified children as space permits

\*\* Within each of the above categories, first in line is based on date/time of payment of application fee. However, ASD retains the right to make admissions decisions in the best interest of the school.

\*\*All children are required to meet minimum qualifications assessed in line with grade of entry. The following prioritization is subject to grade level caps of 20% Qatari passport holders, and 20% for students requiring English as an Additional Language (EAL) support.



### **Pre-Kindergarten through Grade 2**

After the Office of Admissions makes an initial review of the completed application, Pre-Kindergarten through Grade 2 candidates are invited for a screening based on our prioritization sequence. These face-to-face screenings take place during the spring of each year, as well as throughout the academic year based on seat availability.

### **Grades 3 - 12**

Candidates applying for Grades 3 - 12 are invited (based on our prioritization sequence) to take the Measurement of Academics Progress (MAP) assessment. Candidates will be assessed in both reading comprehension and mathematics, as well as asked to submit a written essay. Candidates may also submit current standardized assessment scores, which may be used in place of an onsite admission assessment. Please note that an invitation to a screening/assessment does not guarantee seat availability. In the event that your child qualifies for admission, there is a possibility that they will become part of our qualified wait pool.

## **SUPPORT SERVICES**

Our goal is to provide support and services to all students who meet our admission criteria so that each learner achieves and enjoys learning within the regular academic program with minimal assistance or accommodations.

While all students are registered in mainstream classes and academic programs, ASD provides support services for children with minor learning challenges as divisionally appropriate. Whenever possible, any support services that a child may require is determined and communicated before the admission decision is confirmed.

If a child is currently receiving special services, such as learning resource instruction, remedial teaching, occupational therapy, speech/language therapy, or seeing an educational specialist outside of the regular classroom, please advise us at the beginning of the application process.

Qualified students will be provided services on the basis of records received, previous placement, current assessments, an Individualized Education Plan (IEP), psycho-educational evaluation, and the Admission Committee's recommendation, which can be made up of the Director of Admissions, Principals, Counselors, Learning Specialists, or English as an Additional Language (EAL) teachers.

### **Learning Support**

The Learning Support program provides academic support for those students with learning challenges. It is a broad-based program, offering support to students in areas of need and remediation, as well as providing strategies and accommodations to classroom teachers and parents.

Students may be eligible to receive support (i.e. push-in, pull-out, or co-teaching models) which take place in the regular school setting. All students are registered in regular classes and must be able to access and benefit from the curriculum with minimal support.

### **English as an Additional Language (EAL) Support**

ASD offers support in EAL for students in Grade 1 - 8. The program offers learners an enriched, language immersion education in which English is the primary language of instruction. An academic level of English proficiency is our ultimate instructional goal.

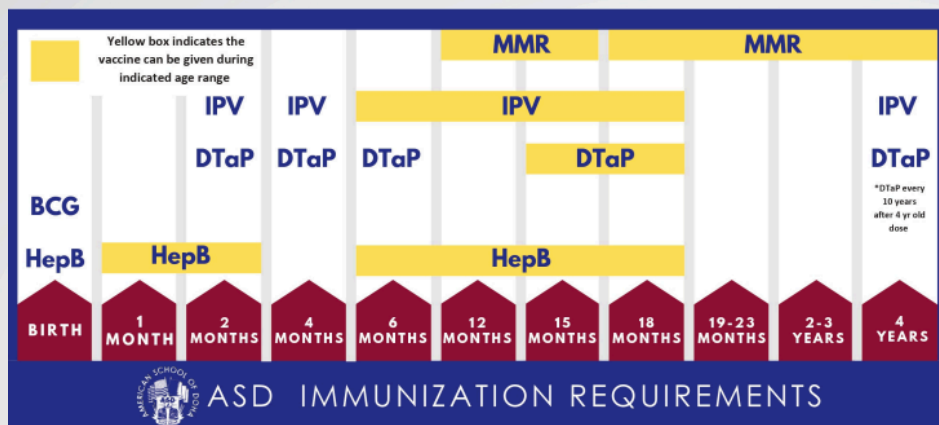
- The number of places in the EAL program are limited.
- EAL applicants must have a positive performance record from their previous school.
- An EAL admissions screening may be required for a student who is a non-native speaker of English.

### **Health and Wellness**

ASD values health and well-being. Our programs encourage an active, healthy lifestyle that includes physical exercise, regional, and international travel, with involvement in service learning activities.

As a condition of admission, all students must undergo a physical examination using the prescribed form found in our application. This form must be signed, stamped, and dated by the examining physician (not the parent) and submitted with the application.

Our Board policy #7.701 regarding Vaccination and Immunization states, " Each student admitted to ASD must present a copy of the original "Certificate of Immunization" such as the World Health Organization certificate attesting to the immunizations the student has received. These immunizations must be current. The record will be kept by the school nurse who will advise parents whenever further immunizations are required."



### Tuberculosis Screening

This screening is required for all students entering ASD. The requirement can be met by a Mantoux (Tb) test taken within the past 12 months of the application. If there has been a previous positive TB test, then a chest x-ray taken within one year of the application must be presented.

### Exceptions

The Mantoux (Tb) test or chest x-ray are waived only if the student has had a BCG vaccination within the last 5 years (documentation needed), or they have been treated for Latent Tb as indicated in certifiable medical records.

## SCHOOL FEES & FEE SCHEDULE

Annual school fees consist of tuition and capital fee. For successful applicants, a non-refundable, non-transferable registration fee will also be invoiced upon acceptance.

- Parents are responsible for prompt payment of all school fees, regardless of whether fees are paid by the parent or his/her employer.

To confirm the applicable Tuition, Capital Fees, and withdrawal policies, please consult the yearly School Policies and Fees document link under Admissions at [asd.sch.qa](http://asd.sch.qa).

Questions and comments regarding tuition or fee payments should be addressed in writing to the Chief Financial Officer (CFO) / Chief Operating Officer (COO), Mr. John Meyer at [john.meyer@asd.edu.qa](mailto:john.meyer@asd.edu.qa) or by phone to the Business Office at +974 4459 1572.

## FREQUENTLY ASKED QUESTIONS (FAQs)

**Q: How does ASD place students coming from schools that have a different academic year, such as those in the Southern Hemisphere?**

A: A student coming from a country such as Australia, for example, will complete a grade/year in December. If that student applies to ASD and enters during the second semester, then he/she would enter the grade level that he/she just completed in Australia. A student is not promoted to a given grade level without completing the first semester of that grade level. Students who apply from a British system will be placed according to age, our admissions assessment, and/or the number of years that his/her submitted school records indicate.

**Q: When will applications no longer be accepted or processed for a given school year?**

A: The American School of Doha has a rolling admissions process, meaning that we will continue to process and admit candidates as seats become available. If a grade level or support program is at capacity, then placement is dependent on seat availability. Towards the end of each semester, pending applicants and those in our qualified waiting pools are asked if they would like to have their applications/files rolled over to be considered for the next academic year.

**Q: How old does my child have to be in order to apply for the Pre-Kindergarten program?**

A: Candidates must turn three years of age by August 31 of the year in which they intend to be admitted for Prekindergarten 3. Candidates must turn four years of age by August 31 of the year in which they intend to be admitted for Prekindergarten 4.

**Q: When should I submit an application for admission to ASD?**

A: Families are encouraged to make initial contact with the Office of Admissions and complete the Online Application at [asd.sch.qa](http://asd.sch.qa) as early as possible, or after August 1 each year. Plans for a move do not need to be secure in order to begin the application.

**Q: Do I need to have all my application documents submitted?**

A: An application file is incomplete and will not be reviewed until the Office of Admissions has received all supporting educational documentation, and the application fee.

**Q: Does the school offer admissions priority to some applicants?**

A: Yes, please refer to the prioritization structure outlined in this document or visit our website at <https://asd.sch.qa/admissions/application-process/>.

**Q: Can we meet with an individual principal, teacher or counselor during our tour/visit to the school?**

A: Due to the high number of applicants each year, and to ensure that learning is not compromised, applicants cannot always meet faculty or staff outside of the Office of Admissions. If there are questions that we cannot answer, then we will do our best to arrange for a separate meeting in order to respond to any questions or concerns raised by a visiting family.

**We welcome your visit and we look forward to providing you with an individualized tour.**