



## Admissions Process

Thank you for your interest in Trinity Christian Academy. We are providing the following information to help you with the application process. Please call the Director of Admissions at the school office if you have any questions regarding the admissions procedure.

### Step One: Application

To activate your application file, the Director of Admissions must receive the following items:

- A. **Enrollment Application:** (One per child) Applications are accepted beginning October 1<sup>st</sup> for the following school year. In order to be eligible for Pre-K, children must be four by October 1<sup>st</sup>. Kindergarten students must be five by October 1<sup>st</sup>. An Enrollment Application should be submitted as soon as possible.
- B. **Application Fee:** Application fee is \$60.00\* per child (*includes Entrance/Assessment Exam Fee*)

### Step Two: Consideration for Admission

Once the application and application fee are received, we will call you to set up:

- A. **Entrance/Assessment Exam:** All students applying for admission to Trinity Christian Academy must take an Entrance/Assessment Exam. This academic screening process is necessary to determine whether students are academically prepared for the grade level for which they are applying. The results of these tests are not used for priority placement at Trinity Christian Academy. Individual testing appointments are scheduled for each child.
- B. **Student Shadow Day at Trinity Christian Academy:** Before final acceptance to Trinity Christian Academy, prospective students will come for a classroom visit. (*Full academic day for K-12<sup>th</sup> grade, 1/2 day for Pre-K*)
- C. **Teacher Recommendation:** All students applying for admission in grades 4 - 12th must provide at least one Teacher Recommendation. (Please use enclosed form in packet)
- D. **School & Personal Information Records:** A signed Records Release Form requesting a **COPY** of a student's most current report card, grades, standardized testing, behavior record, IEP / 504 Plan or special accommodations must be included with the application.
- E. **Parent/Headmaster Interview:** A parent interview will be scheduled with the Headmaster after the Director of Admissions has received the Enrollment Application, Application Fee, and the results of the Entrance/Assessment Exam and records. In addition to a parent interview, all students applying for grades 7-12 will be interviewed by the Headmaster.

### Step Three: Letter of Confirmation

- A. **Opening:** In the event that a grade is full, applications will be held until Trinity can determine when an opening is available. *Re-registration for current families is held in March. Openings will be determined by April 1<sup>st</sup> for new applicants & families.*
- B. **Letter of Confirmation:** A Confirmation Letter will be sent to all applicants to notify you if your child has been accepted. A Registration Form will be sent with the Letter of Confirmation and your child's birth certificate, immunization records and permanent records will be requested.

### Step Four: Enrollment Contract and Registration Deposit

- A. **Final Registration:** The completed Registration Form and registration deposit must be returned within two weeks after the acceptance decision. In order for your child to be officially enrolled at Trinity, your child's birth certificate and immunization records must be received and a request for permanent school records must be sent.
- B. **Financial Aid:** Families applying for financial aid should begin the application process as soon as possible. Financial aid is distributed on a first come first served, need basis as determined by F.A.C.T.S. and available funds at Trinity. *Please review our written Financial Aid Policy on the Tuition and Fees Schedule and visit [www.factstuitionaid.com](http://www.factstuitionaid.com)*
- C. **Financial Contracts:** In order for any student to be officially enrolled, Trinity must receive all necessary financial contracts.

#### **Admissions Process Statement of Non-Discrimination**

*Admission to Trinity is open to academically qualified students of good character without reference to race, nationality, or color, provided the family supports the child's instruction in conformance with the school's Statement of Faith. An assessment is required to evaluate appropriate grade placement.*

*\*Amount subject to change annually 01/13/12 Rev.*