

Application Procedures

These procedures along with the **Application for Admission** will give you the information you need to apply for admission to Calvary Temple Christian Academy (CTCA). Information and forms important to the application process are included in the application packet. Please feel free to call the school office if you have any questions.

- Checklist:**
- Read enclosed **Policy Summary**, particularly the **Admissions Requirements**.
 - Complete and sign the **Application for Admission**. Submit the **Application** with the **application fee (\$50.00)** to the school office. Both parents/guardians must sign the form if there is dual custody.
 - Give **Student Reference Form** to a Principal, Teacher, Youth worker, or Day Care worker. Ask him/her to return the form to the school office.
 - Give **Family Reference Form** to your Pastor/Minister. Ask him/her to return the form to the school office.
 - Prior to the academic screening, all of the following must be submitted:
 - Application for Admission
 - **\$50.00** Application Fee
 - Copy of Birth Certificate
 - Record of Immunizations
 - Most Recent Report Card
 - All **academic and disciplinary records** from previous schools (see the **Request for School Records** form)
 - Student Reference Form
 - Family Reference Form
 - Make an appointment with the office for an **academic screening**. K3 and K4 students are not required to go through the academic screening process.
 - Schedule an appointment for an interview to be held after the academic screening has been scored and evaluated. At least one parent and the student should be present. The interview may be waived if the family already has a student in the school.
 - Notification of acceptance will be given after the interview. You will be given the Registration Packet containing all information necessary for completing the registration process.
 - *A Health Physical Form, dated within the previous 12 months, must be submitted before the beginning of school.*