

# Grace Christian Academy

## ADMISSIONS PROCEDURES

Before a student is officially enrolled, the following steps must be taken:

1. Contact the school to schedule an appointment for a tour or come by and pick up an information packet.
2. When you come for your appointment to visit the school we recommend that you bring your children with you, if possible.
3. Complete the registration forms and submit them along with the non-refundable registration fee.
4. The following documents must be submitted to the Academy office before the student will be considered enrolled:
  - Registration Form
  - Parent / School Financial Agreement
  - Student / Parent Handbook Agreement
  - COVID-19 Waiver of Liability
  - Minor Medical & Treatment Release Form
  - Student Record Release
  - Copy of birth certificate
  - Copy of Social Security card
5. Parent Orientation should be attended by both parents.
6. Grade placement evaluations will take place after enrollment is complete, if needed.