



# *Christian Community School*

*"Forming a Generation to Lead and Serve"*

## **ADMISSION POLICIES**

### **I. COMPATIBILITY:**

- CCS families are born-again Christians (John 3:3), who gather in regular, Christian fellowship that holds to spiritual oversight and the authority of the Bible in all matters of faith and practice.
- Students applying for admission to CCS are able to submit a standardized achievement test or acceptable alternative for review.
- Students applying for admission are able to submit a character reference from one former teacher and one non-relative adult, testifying of Christian character befitting a Christian school student.

One of the main tasks of the Admissions Office is to preview the family, since our interest is with both the student and the parents. This is done by considering the application form, interviewing the parents, and securing recommendations and transcripts. The Administration reserves the right to test the student for admission to the school and/or for grade placement. Students with habitual discipline or character problems and/or academic and spiritual incompatibility will not be accepted.

**II. NON-DISCRIMINATORY POLICY:** Christian Community School admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally made available by the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs, athletic, or any other school-administered programs.

### **III. GUIDELINES:**

Pupil admission procedures and practices shall adhere to the guidelines adopted by the School Board of Christian Community School as listed below:

1. Applying students are expected to schedule a family interview, readiness test, and classroom visit when school is in session, with the Admission Office.
2. A \$100.00 (fully refundable) application fee, per family, must be paid before application can be processed.
3. The applicant will be notified in writing of acceptance into the school.
4. The administration has full authority to test and place students in the proper grade.
5. Acceptance in any grade does not mean automatic re-enrollment into the school for the following year. Academic and behavior compatibility must be assessed.
6. All students are admitted on a "probationary" status, pending academic readiness and/or behavioral compatibility.
7. Accepted students will be expected to supply medical, health, and immunization records (or waiver) as part of the enrollment process.
8. Parents commit the discipline of their children to school authorities while they are in school, on field trips, and/or participating in any school sponsored and supervised event, including athletics as explained in the school handbook.
9. The school reserves the right to suspend or expel a student if he/she violates the standards and policies outlined in the school handbook.
10. Tuition payments must be kept current.

## APPLICATION FOR ADMISSION: PARENT INFORMATION

Father/Guardian's name: \_\_\_\_\_  
(Last name) (First name)

Relationship to student (i.e. biological parent, stepparent, etc.) \_\_\_\_\_

Home address: \_\_\_\_\_  
(Number and street)

\_\_\_\_\_  
(City) (State) (Zip)

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Marital Status:  Married  Widowed  Separated  Divorced  Single

Employer: \_\_\_\_\_

Work phone: (\_\_\_\_\_) \_\_\_\_\_ Position held: \_\_\_\_\_

Church attending: \_\_\_\_\_ Member?  Yes  No

\_\_\_\_\_  
(Church street address) (City) (State) (Zip)

Attendance:  Weekly  Occasionally  Seldom

Pastor or Elder's name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Mother/Guardian's name: \_\_\_\_\_  
(Last name) (First name)

Relationship to student (i.e. biological parent, stepparent, etc.) \_\_\_\_\_

Home address: \_\_\_\_\_  
*If different than above* (Number and street)

\_\_\_\_\_  
(City) (State) (Zip)

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Marital Status:  Married  Widowed  Separated  Divorced  Single

Employer: \_\_\_\_\_

Work phone: (\_\_\_\_\_) \_\_\_\_\_ Position held: \_\_\_\_\_

Church attending: \_\_\_\_\_ Member?  Yes  No

\_\_\_\_\_  
(Church street address) (City) (State) (Zip)

Attendance:  Weekly  Occasionally  Seldom

Pastor or Elder's name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_







## NEW FAMILY APPLICATION CHECKLIST

All areas of this application packet are to be completed in their entirety and returned with a \$100.00 application fee. *Incomplete applications cannot be processed.* The Student Reference Forms and the Pastor/Elder Reference Form are separate, and enclosed in this packet. These are to be forwarded by you to the appropriate people and must be returned in a sealed envelope from the reference provider.

The following is a checklist of all required paperwork to be submitted to the Admissions Office in order continue with the acceptance process:

- Application For Admission, Parent Information (1 per family)
  - Questions For Parents (1 per family)
  - Student Application\* (1 per student)
  - Four Questions For Students\*, Grades 6 – 12 Only (1 per student)
  - New Family Application Checklist w/parent signature (1 per family)
  - Copy of recent standardized tests, not more than two years old (1 per student, kindergarten exempt)
  - Copy of most recent report card or evaluation (1 per student, kindergarten exempt)
  - \$100.00 Application Fee (per family)
  - Copy (not original) of Birth Certificate (1 per student)
- \*Form may be photocopied for additional students.

- Student Reference Forms have been forwarded to the appropriate people.  
(2 per student)
- Pastor/Elder Reference Form has been forwarded to appropriate person.  
(1 per family)

The following is a checklist of all required actions to take place prior to acceptance and not necessarily in any particular order:

- Family interview with Headmaster
- Readiness test
- Classroom visit / shadow (when school is in session)

### **ADMISSION REQUEST & PARENT SIGNATURE:**

We request admission to Christian Community School. We have completed the requested information accurately, read the stated admissions policies, and agree to comply with CCS policies and procedures as stated in the school handbook.

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Date: \_\_\_\_\_

Please use this page to answer questions that require a lengthy explanation.

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

Students in grades 6 – 12, please use this page to write your 100-200 word essay (from page 5) explaining how you plan to be a positive role model among your peers at Christian Community School. You may use another sheet of paper if needed.

**For Office Use Only:**

Date Received: \_\_\_\_\_

\$100 Application fee received

Cash

Check # \_\_\_\_\_

Accepted to CCS  Date: \_\_\_\_\_

Not Accepted to CCS  Date: \_\_\_\_\_