



## **West-Mont Christian Academy**

### **Admission Procedure for current WCA families to enroll an additional student for the 2019-20 School Year**

The following timetable will help guide you through the WCA Admissions process:

- ☐ **Schedule a tour, if necessary.** (A great opportunity to meet staff members and ask questions!)
- ☐ **Submit the completed application and application fee of \$150 for each child:**
  - ☐ Complete the attached New Student Information page with a check payable to **WCA** for the application fee.
  - ☐ If paying tuition and fees in full be sure to note this on first page of registration form. Discounts available if paid by May 1, 2019 – see Financial Contract for information.
  - ☐ **Required: New student essay(s) for students, grades 6-12.**
  - ☐ Please note: Kindergarten student's birth date should be prior to 9/04/2014.
  - ☐ **Students needing Exceptional Education or Learning Support:** Parents should provide test scores and evaluation reports. **Application deadline is 6/30/2019.**
  - ☐ **At this point, parents may apply for financial aid** using the FACTS online application available at [www.west-mont.org](http://www.west-mont.org), choosing the FACTs icon to begin.

**The Admissions Process will not proceed if any of the above is missing.**

- ☐ **For students entering Grades 6 to 12, schedule New Student Interview with the Head of School.** This will be scheduled when the office has received all paperwork listed above.
  - ☐ A parent is welcome to attend this meeting with the student.
  - ☐ If possible, please bring student transcripts and current report card.
  - ☐ Please refrain from bringing small children to the New Student Interview.
- ☐ **Upon Admission** the following must be in our school office prior to the student attending:
  - ☐ If monthly payment plan has been chosen: complete the FACTS agreement online form. Monthly payments must begin in July 2019. After July, parents will need to bring account current paying by WCA directly for missed payments. Any Tuition Aid that may be awarded will be applied directly to FACTS payments reducing monthly accordingly.
  - ☐ A copy of Health Immunization Card to school.
  - ☐ WCA will request from the previous school all your child's records including health, academic, discipline, test scores, etc.
- ☐ **Review WCA calendars** for days off and important Parent Meetings throughout the year.

**Please remove this top sheet and keep for your records.**

**West-Mont Christian Academy**  
**New Student Information**  
**(Complete one form for each new student)**

**Student's Name** \_\_\_\_\_ **S.S.#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **(Necessary)**

Student lives with: Father \_\_\_\_\_ Mother \_\_\_\_\_ Both Parents \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender \_\_\_\_\_

Name of church or youth group/children's ministry student attends \_\_\_\_\_

**Expected Grade Level for 2019/20:** \_\_\_\_\_ **Kindergarten Students:** Five Full Days \_\_\_\_\_ Five Half Days \_\_\_\_\_  
**Preschool: 4 Year Olds** - Five Full Days \_\_\_\_\_ Five Half Days \_\_\_\_\_ or **3 Year Olds** - Three Full Days \_\_\_\_\_ Three Half Days \_\_\_\_\_  
Preschool and Kindergarten students must be three, four, or five years old before September 4, 2019.

Previous School: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

The School District where this student resides: \_\_\_\_\_

(If you are requesting busing from your school district, please complete the Act 372 Form enclosed with registration form.)

Has an educator or other professional suggested that your student receive additional learning support or an educational evaluation/testing? **Circle one: Yes No** If yes, our Exceptional Education Facilitator will contact you for further information including any prior testing results.

If yes, please state area(s) of need?

Please list student interests (sports, arts, music abilities, hobbies, etc.)

Is there anything beyond detentions listed on your child's discipline records, i.e. suspension, expulsion. WCA does not admit expelled students. **ANSWER REQUIRED, Circle one: Yes or No** If yes, please list occurrence(s) below in detail.

Please note that **new students enrolling in grades 6 through 12 must submit a handwritten essay:** (1) expressing their reasons for coming to WCA, (2) communicating their present spiritual position (local church involvement, acceptance of Christ as Savior, etc.), (3) detailing any concerns they have about the expectations listed in the Parent/Student Handbook (particularly in reference to the dress code, classroom expectations, and discipline policies).

**Attach separate paper for this essay. Registration is not complete without this form.**

***Records Release Form***

This form will be sent to the previous school after student has been accepted to WCA, to obtain official records. However, we ask that parents bring your child's most recent report card(s) to the interview. **When transferring your child during the school year, any current transcripts must accompany parents to interview.** Note: Parents will be required to pay an additional evaluation fee for any required testing for students whose records are not made available to WCA.

Permission is given to the previous school listed above to have the following records sent to West-Mont Christian Academy to include, but not limited to, student immunization records, health screenings, medical history, educational testing, student transcript, and disciplinary record.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_