



*"in lumine tuo videbimus lumen" Psalm 36:9*

# PROVIDENCE

## CHRISTIAN ACADEMY

14795 W 101<sup>st</sup> Ave • Dyer, IN 46311 • Phone (219) 588-9090 • [www.providenceca.org](http://www.providenceca.org)

## Application Checklist for Enrollment

### Preschool, Grade School, High School

#### APPLICATION PROCESS

We are grateful for your interest in applying to Providence Christian Academy. This packet contains documents needed for all grade levels. Please complete those that apply to your child. If at any time during the application process you have questions, please contact the Principal at (219) 588-9090 for assistance.

Your child's application is complete when the following has been submitted:

#### FOR NEW ENROLLEES:

**STEP 1** (priority enrollment January 1 – April 15):

- |   |   |
|---|---|
| <input type="checkbox"/> Completed Application for Enrollment               | <input type="checkbox"/> Standardized Test Results                  |
| <input type="checkbox"/> Application Deposit (\$100/family) - Nonrefundable | <input type="checkbox"/> Previous 2 Years' Report Cards             |
| <input type="checkbox"/> Signed Tuition Agreement                           | <input type="checkbox"/> Student Questionnaire (grades 7 – 12 only) |

**Please double check documents for signatures where applicable.**

#### STEP 2:

**Family Interview:** An interview with the Board may be scheduled. The Board will make a recommendation concerning the status of the application and will notify the applicant of that status.

**Admissions:** After completion of all of the above, you will be notified as to your child's enrollment status. If your child meets the admission requirements, but there are no spaces currently available in the class, you will be given an opportunity to keep your application active in the waiting pool.

**STEP 3** (ideally before mid-May):

**Placement Testing:** We conduct a placement test for math and reading to ensure that the student is placed in a class where the student would best fit. This decision is made together with the parents. At this time, 7<sup>th</sup> – 12<sup>th</sup> grade applicants would also conference with the Principal regarding the Student Questionnaire.

**STEP 4** (due on the first day of school or earlier):

- Updated Health Forms (Please see our website for immunization & health requirements.)