

New Covenant Christian Academy

Application Procedure

Students are selected in order to maintain a student body of high academic and moral caliber. Admission is granted and vacancies are filled on the basis of academic achievement, ability tests, prior performance in school, and other pertinent data. Only students in good standing with previous schools are accepted. Additional consideration is given to brothers and sisters of currently enrolled students.

For admission, all students must meet NCCA's requirements for promotion into a specific grade as outlined by the administration. Students who do not possess certain minimum skills required for a specific grade must agree to additional preparatory work as established by NCCA.

Each parent signs a statement indicating they are in agreement with the school policies contained in the Parent/Student Handbook.

Step 1

Application Forms

Complete **all** parts of the student application. Include the following items:

- * A copy of the most recent achievement test scores
- * Report cards from most recent quarter and the previous year
- * Completed Information Release Form
- * A copy of the student's birth certificate
- * A copy of the immunization record
- * Kindergartners must have a record of a current physical exam

Step 2

Assessments of Student Skills

Testing/screening for all incoming students is required before the parent interview. This is to determine student skills and academic strengths/weaknesses before school begins in order for proper placement and to develop a plan of action for any students who may need summer tutoring. Our goal is for student success within the classroom. We desire the learning experience to be challenging and rewarding, NOT a continual struggle for our students. Testing allows us to gain information which will determine the best fit for a child.

Step 3

Parent Interview

When step 2 is complete, representatives from the education committee will meet with the student's parents to discuss the completed application and to give parents an opportunity to ask questions. **Participation by both parents at the admission meeting is required. If divorced and share joint custody, we will communicate with both parents and will need to interview both parents.**

Step 4

Notification of Acceptance

After all of the above steps have been completed, the education committee will review and rule on the application. Notification of acceptance will be sent by mail, at which time the book/material fee is due and payable within 10 days. All students are considered to be on probation for their first nine weeks at NCCA. Excessive behavior problems or extremely poor academic performance may result in dismissal or recommendation to placement in a lower grade.

Step 5

Records

All required records must be submitted to the school office before the student will be allowed to attend class.

Admission Requirements for Parents

- All parents must have a clear understanding of the biblical philosophy and purpose of the school. This understanding includes the willingness to have their child exposed to the clear teaching of the school's *Statement of Faith* in various and frequent ways within the school's programs.
- The parents should be willing to cooperate with all the written policies of **New Covenant Christian Academy**.