

ABBEVILLE CHRISTIAN ACADEMY

2020-2021 Admissions Checklist for Pre-School and Kindergarten Applicants

We are excited that you have shown an interest in attending Abbeville Christian Academy. It is the responsibility of the applicant's parent or guardian to ensure that all required documents are properly filled out and submitted to the school. This checklist will be helpful in guiding you through the admissions process. **Steps 1-4 must be completed by the applicant before it will be reviewed by the Admissions Committee.** Once all requirements are met, the applicant's file will be submitted to the Admissions Committee for approval. The Headmaster will notify the applicant's parent or guardian once process is complete. If approved, you will be called in to complete the Financial Obligation Form.

NAME _____

GRADE _____

1. Complete Application for Admission and New Student Form

2. Complete the DHR-CDC-739 Form (K2, K3 & K4)

3. Academic Records and Documents Check

A copy of the following information must be received before an applicant can be enrolled at ACA:

- Copy of birth certificate
- Copy of social security card
- Copy of Immunization Record
- Copy of Parent Driver's License

4. Attend Preschool/Kindergarten Orientation or Complete Kindergarten Screening

Steps 5-6 To Be Completed by the ACA Office:

5. Approval: Admissions Team is to review and approve applicant for enrollment.

Approved: Vacancy available

Denied

Date Parent Contacted: _____

6. Folder forwarded to Business Office for Financial Obligation Form to be signed after all documents have been secured.