

ABBEVILLE CHRISTIAN ACADEMY

2020-2021 Admissions Checklist for New Applicants (1-12)

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 1-5 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. Application for Admission/Application Fee

Complete and return the enrollment form with a \$30.00 fee (Grades 1-6) or \$75.00 fee (Grades 7-12) (non-refundable) that activates the enrollment process and covers the cost of testing.

2. School Visit

Applicants and their families must meet with the Headmaster and are encouraged to ask questions, visit a classroom, and see the facilities. You will also meet to review tuition requirements and registration fees that will be due at time of acceptance.

3. Placement Testing

The student will be required to make an appointment complete a placement/entrance exam administered at ACA by the school's counselor in the areas of reading and math testing their proficiency in these key areas.

4. Academic Reference Form

Submit the Abbeville Christian Academy Reference form. This form must be signed by the parent and given to a teacher in a core class or administrator. The reference form will not be accepted if they are not sent by the person completing it.

5. Academic Records and Documents Check

A copy of the following information is required to be submitted for review:

- Transcript and most recent grades
- Discipline records (if applicable)
- Standardized Test Scores
- Birth Certificate and Social Security Card and Parental Driver's License
- Attendance Records
- Immunization Record

Steps: 6-8 – To Be Completed by ACA

6. Drug Test: Administered at ACA

All applicants must take and pass a drug test to be considered for enrollment at Abbeville Christian Academy. (7th-12th students only)

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

Approved: Vacancy available

Denied

Date Parent Contacted: _____

8. Folder forwarded to Business Office for Financial Obligation Form to be signed.