



Student: \_\_\_\_\_

Grade: \_\_\_\_\_

School year: \_\_\_\_\_

## ENROLLMENT CHECKLIST

To begin the application process, please complete and return the following items:

- \_\_\_\_\_ Application for Admissions, with student picture attached
- \_\_\_\_\_ CFS Enrollment Form
- \_\_\_\_\_ Parent/Student Agreement
- \_\_\_\_\_ Student Release Authorization Form (Kindergarten-5<sup>th</sup> Grade only)
- \_\_\_\_\_ Certificate of Immunization Status (CIS) **or** Certificate of Exemption (CES)
- \_\_\_\_\_ Certified Birth Certificate, please provide original, school will make a copy
- \_\_\_\_\_ Transcript (9<sup>th</sup>-12<sup>th</sup> Grade) or most recent Report Card (1<sup>st</sup>-8<sup>th</sup> Grade)
- \_\_\_\_\_ Christian Life Essay (6<sup>th</sup>-12<sup>th</sup> grade only)
- \_\_\_\_\_ Enrollment Fee of \$200

Once we have received all of the above, you will be contacted to schedule your

- \_\_\_\_\_ Entrance Exam (\$25 fee will be due at time of testing)  
*Testing may not be required if current report card/transcript is provided.*
- \_\_\_\_\_ Interview with Head Principal

The last step will be a meeting with our Tuition Accounts Manager to finalize payment arrangements. Your FACTS application (if applicable) will be due at this time. Please remember, fees are non-refundable. If your student is not accepted the Enrollment Fee minus a \$25 processing fee will be refunded.

Referred to CFS by: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	<b>DATE</b>	<b>INITIAL</b>	<b>NOTES</b>
Paperwork Rec'd	_____	_____	_____
Entrance Exam Date:	_____	_____	_____
Interview Scheduled:	_____	_____	_____
Dr. Ellington / Miss Bianchi	_____	_____	_____
Accept / Decline	_____	_____	_____
Meeting w/ Tuition Acct. Mgr.	_____	_____	_____
Letter mailed	_____	_____	_____
Data entered in Admin Plus	_____	_____	_____