

BRENTWOOD CHRISTIAN SCHOOL

Admissions Checklist for Elementary School

Applicants for elementary school (grades K-5) will need to provide the following items to the Admissions Office of Brentwood Christian School:

- Completed application form
- Application/registration fee made payable to BCS (Brentwood Christian School)
 - ✓ \$200 (kindergarten): application fee is waived, \$200 annual registration fee
 - ✓ \$325 (grades 1-5): \$125 non-refundable application fee + \$200 annual registration fee
- Signed Request for Records Form to facilitate the transfer of official transcripts and most recent achievement test results:
 - ✓ Grades K-1: a copy of the kindergarten assessment (if available), grades for the current year to date, report card for completed kindergarten year if applicable, and a copy of the birth certificate
 - ✓ Grades 2-5: a copy of the previous 2 years transcripts, most recent achievement test scores (if applicable), and a copy of the birth certificate
 - ✓ Transcript must reflect at least 75% average in core classes where a grading scale was used, and no failing grades in any classes
- Completed admissions testing
 - ✓ Kindergarten: complete a kindergarten assessment on the BCS campus
 - ✓ Grades 1-5: complete the Basis admissions test on the BCS campus
 - ✓ There is a non-refundable testing fee of \$35 made payable to BCS at the time of testing
- Two letters of recommendations for grades 2-5:
 - ✓ Grades K-1: no recommendations are needed
 - ✓ Grades 2-5: the Admissions Office will send a teacher and principal recommendation letter to the reference names provided
- Completed Health Examination Form
- Copy of immunization records
- Copy of birth certificate (if the current school did not forward a copy with the transcripts)
- Grade 5 only: Upon gathering all the required documents above, work with the Admissions Office to schedule an interview with the Elementary Principal

Additional information regarding the checklist:

Application - Student must be the appropriate age for the grade in which they are making application.

Transcripts - Copies of the last two completed grade levels (if applicable) and the current grade level to date. Completing the Request for Records Form will facilitate the transfer of the transcripts. Grades must reflect at least a 75% average in core classes, and no failing grades in any classes.

Admissions Testing is required for all applicants and is arranged through the Admissions Office. A kindergarten assessment is conducted on campus to provide the kindergarten teacher with an overview of the child's readiness in various areas. Students applying for grades 1-5 will take the Basis (Basic Achievement

Skills Individual Screener) admissions test. This assessment will provide an estimate as to the grade level of the child in mathematics, reading, and spelling. Please allow approximately 45 minutes for either of these exams to be completed. There is a non-refundable testing fee of \$35 made payable to BCS at the time of testing.

Written Recommendations – No recommendations are needed for grades K-1. For grades 2-5, one recommendation each is needed from a teacher and the current principal. The contact information for the teacher and principal are provided by the applicant on the Request for Records Form. Please be sure to provide accurate contact information for these references. The Admissions Office will send the Recommendation Form directly to the references. Applicants are encouraged to notify the individuals to be aware that the recommendation forms are being sent for their prompt completion.

Health Examination Form - A complete medical checkup is required of all new students. Doctors can complete the Health Exam Form for an exam conducted in the last 12 months. The medical office can also include a copy of the latest immunization records. These documents can be faxed directly to the Admissions Office at 512-835-2184 or dropped off at the Admissions Office.

A personal interview with the Elementary Principal is optional for applicants of kindergarten through 4th grade. The Admissions Office will arrange the interview with the Elementary Principal for incoming 5th graders as part of the final step of the application process. For any interview, the parents are asked to be in attendance. All application requirements need to be turned in to schedule the interview or to determine the acceptance of the student into Brentwood Christian School.

Acceptance – Typically an applicant will be notified of their acceptance into Brentwood Christian School by the end of the interview with the principal.

- Once the student is accepted, tuition arrangements will be made prior to the first day of school
- Upon acceptance, an enrollment contract must be signed by the parent