

BRENTWOOD CHRISTIAN SCHOOL

Admissions Checklist for Middle School & High School

Applicants for middle school (grades 6-8) and high school (grades 9-12) 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)
 - ✓ \$350 (grades 6-8): \$125 non-refundable application fee + \$225 annual registration fee
 - ✓ \$375 (grades 9-12): \$125 non-refundable application fee + \$250 annual registration fee
- Signed Request for Records Form to facilitate the transfer of official transcripts and most recent achievement test results:
 - ✓ Transcript copies of the last two completed grade levels and the current grade level to date sent directly to the school
 - ✓ Copies of the most recent achievement test results sent directly to the school
- Completed entrance exam – ISEE (Independent School Entrance Exam administered through the Educational Records Bureau) taken within the last year
- Three written recommendations: current school administrator, current teacher, and a minister or other character reference
- Completed Health Examination Form
- Copy of immunization records
- Completed TAPPS Transfer Form
- Copy of birth certificate
- Upon gathering all the required documents above, work with the Admissions Office to schedule an interview with the Secondary 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 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. Results of the ISEE test must be submitted as part of the application process. More information can be found at www.iseetest.org or by calling 1-800-446-0320. Please enter Brentwood's code, **440318**, when registering on-line or by mail. If Brentwood's code is submitted by the applicant when registering for the test, the results will be sent directly to the school.

Written Recommendations – The contact information for the referred individuals is provided by the applicant on the enrollment application. Please be sure to provide accurate contact information for these references. The Admissions Office will send the Recommendation Form directly to the references listed on the application. Applicants are encouraged to notify the individuals listed on the application to be aware that

the recommendation forms are being sent for their prompt completion. Two references must be returned before an interview is scheduled with the principal.

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. An athletic physical is required of all athletic team members.

TAPPS Transfer Form must be completed and signed regardless of the intention to compete in athletic and academic competitions.

A personal interview with the principal is required at Brentwood Christian School. The parents are asked to be in attendance for the interview.

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