



BRENTWOOD CHRISTIAN SCHOOL

Admissions Checklist for Secondary Non-U.S. Residents (Grade 6 – Grade 12)

Applicants who are non-U.S. citizens (with less than three years U.S. residency) will need to complete the following steps as part of the international admissions process for Brentwood Christian School:

- ☐ **Step 1: Complete the online application and pay the non-refundable \$150 application fee –**
www.brentwoodchristian.org, choose Admissions from the menu at the top, and then Apply Online from the drop-down menu. The following checklist items will need to be completed and uploaded into application prior to submission:
 - ✓ **Recommendation Letters** – current principal, current teacher, and a minister or other character reference translated to English
 - ✓ **Transcripts** - official copy of the last two completed grade levels and year to date progress report for the current school year, translated to English
 - ✓ **English Proficiency Exam results** - official score report for one of the following tests: TOEFL Comprehensive, IELTS, or PTE Academic. Students applying for grades 6th–8th may take the TOEFL Junior.
 - ✓ **Copy of passport**
 - ✓ **Copy of prior month bank statement** – for proof of financial responsibility required for issuance of an I-20, a minimum total balance of \$30,000 US dollars is required
 - ✓ **Recent student photo**
 - ✓ **Completed Student Questionnaire**
 - ✓ **Completed Brentwood Christian School Guardian Appointment Form**

- ☐ **Step 2: Complete the admissions assessment and pay the non-refundable \$35 testing fee –**
Once an application and required forms have been submitted (Step 1), Admissions will reach out to schedule the student assessment to be taken via Zoom based on CST time zone.

- ☐ **Step 3: File review and Zoom student interview with the principal –** Upon completion of Step 1 and Step 2, the student file will go to the principal for review to ensure he/she does not have any questions, concerns, or feedback. If the principal does not have any questions, concerns, or feedback, Admissions will reach out to schedule the Zoom interview.

- ☐ **Step 4: Admissions Decision –** Based on space availability, the principal will share their acceptance decision to move forward either in the interview or at a later date.

- ☐ **Step 5: Enrollment –** Upon verbal or written acknowledgment of acceptance from the principal, the Finance Office will email the enrollment next steps. Upon completion of Step 5, an I-20 will be issued and sent to the student. The spot will be held for 5 business days to complete the enrollment paperwork to secure the space in the class:
 - ✓ **Completed online enrollment packet**
 - ✓ **Signed Enrollment Contract**
 - ✓ **Submitted Enrollment Fee**

❑ **Step 6: Final checklist items before school begins or before summer practices start:**

- ✓ **Proof of Insurance** – Before attendance, all students must have and provide proof of and maintain primary health insurance
- ✓ **Copy of immunization records** (for all grade levels) – If not already submitted, turn in to Admissions
- ✓ **Completed BCS Health Form** (for all grade levels) – If not already submitted, turn in the completed health form to Admissions dated in same calendar year as the starting school year
- ✓ **Completed 4th–8th Preparticipation Physical Form** (for grades 4th–8th)
- ✓ **Completed TAPPS Preparticipation Physical Evaluation Form** (for grades 9th–12th)
- ✓ **Completed TAPPS Medical History Form** (for grades 9th–12th)
- ✓ **TAPPS Previous Athletic Participation (PAPF) & TAPPS Student Transfer (STF) Forms** (for grades 10th–12th)
- ✓ **Summer checklist items** – Admissions will send out information to prepare for the new school year during the summer (uniform basics, school supplies, summer reading for 3rd–12th grades, Extended Day information, etc.)

Upon principal acceptance, to secure the space for enrollment, Step 5 must be completed within five business days of receipt of the enrollment paperwork from the Finance Office.

Additional information regarding the admissions process steps:

Application – The student must be the appropriate age for the grade in which he/she is making application. This is restricted to a two-year window for each grade level. Students can be considered for 12th grade, however required credits will need to line up to allow him/her to graduate on time. To complete the online application, visit www.brentwoodchristian.org. Choose Admissions from the menu at the top, then Apply Online from the drop-down menu. The supplemental admissions documents will need to be uploaded into the application prior to submission. The \$150 non-refundable application fee will be paid by credit card online to submit the application.

Recommendation Letters – Please provide a current principal, current teacher, and a minister or other character reference letter translated into English. If you prefer, you can complete the Recommendation Information Sheet with contact names and emails instead and submit to the Admissions Office so the referrals can be contacted.

Transcripts – Official copies of the last two completed grade levels and the current grade level to date. If the student has attended a US school in the last three years, a Request for Records Form can be provided to help facilitate having the official US records sent. The international transcripts are to be translated into English and accompanied by a Certificate of Licensed Translation. The number grades should be recorded as letter grades as well; example: 96=A. No grade below 75 in a core class or 70 in any class will be accepted.

Copy of prior month bank statement – for proof of financial responsibility required for the issuance of an I-20. A minimum bank balance of \$30,000 US dollars is needed to show proof of ability to cover the tuition and living expenses.

Recent student photo – Please submit a recent student photo. This does not need to be a formal picture; it will just be added to the student file to help the Administration learn the student's name and face more quickly.

Student Questionnaire – Students are asked to complete some questions to allow us to learn more about their activities and special interests, as well as why they would like to attend Brentwood Christian School.

Letter of Guardianship – The Brentwood Christian School Guardian Appointment Form must be completed. We are happy to schedule an appointment with our Notary if you would like to have it notarized on our campus. Please be aware that Brentwood Christian School does not arrange for guardianship or host families.

- Guardianship is the sole responsibility of the applicant
- A guardian (age 23+) must be appointed who will provide the following guardianship responsibilities:
 - Documentation must be provided by the student showing proof of guardianship
 - Student must live with guardian while attending Brentwood Christian School
 - Guardian will be responsible for student being at school every day on time
 - Guardian will be responsible for working with Brentwood Christian School should any problems arise and will accept responsibility for any emergencies, etc.

Admissions assessment – Required for all applicants and is arranged through the Admissions Office and used to provide the principal with an overview of the student's readiness. The MAP (Measures of Academic Progress) Screener will be completed via Zoom for reading and math and be taken based on CST time zone. The assessment is self-paced and takes approximately one hour to one hour and a half to complete. There is a

non-refundable testing fee of \$35 (credit card paid online, cash, or check made payable to BCS) due no later than the time of testing. The Admissions Office will provide testing dates and times.

File Review – Once all the required items have been submitted and the assessment has been completed, the student file will go to the principal for review to ensure he/she does not have any questions, concerns, or feedback. If the principal does not have any questions, concerns, or feedback, Admissions will reach out to schedule the Zoom interview.

Zoom student interview – This is a time for the student to meet with the principal to determine if BCS is a mutually good fit. The Admissions Office will arrange the Zoom interview as part of the final step of the application process. All application requirements (except for the completed health forms and immunization records) need to be turned in prior to scheduling the interview as these will be considered in determining acceptance.

Acceptance – Upon acceptance, the enrollment paperwork will be emailed by the Finance Office and will need to be returned with five business days to accept and reserve the offered spot. The enrollment requirements include:

- An online enrollment packet will need to be completed along with the online payment of the non-refundable Annual Enrollment Fee. The online enrollment packet will include the Field Trip Permission, Photo Release, proof of insurance, Handbook Agreement, etc. This link will be emailed to you from the Finance Office.
- The signed Contract for Student Enrollment must be submitted to the Finance Office.
- Tuition arrangements will need to be set up with the Finance Office to begin in June. If after June, tuition arrangements will need to be set up within five business days of the completed enrollment packet. See sample contract for details.

Admissions Process and Timelines – Applications for the new school year open around October 1st. Applying early will provide the student an increased opportunity of a space being available in the needed grade.

Key deadlines include the following:

- I. Submission of the online application and non-refundable application fee, the required forms, and a completed assessment allow the student file to be reviewed by the principal. Family interviews will be scheduled and, upon acceptance, available spaces will be offered by the principal. Timelines typically fall within the following:
 - a. Early Acceptance – November 1st through January 31st (Any current open spaces will be offered for next year.)
 - b. General Enrollment – February 1st through Start of School (If a space(s) becomes available by a non-returning family, the space(s) will be offered to a qualified candidate who has been accepted.)
- II. Upon principal acceptance, the Finance Office will send the enrollment paperwork. This completed paperwork, signed enrollment contract, and non-refundable enrollment fee must be submitted within five business days of receipt in order to secure the offered spot. Tuition arrangements will also need to be set up with the Finance Office to begin in June. If these steps are not completed within the five-day window, the spot will be offered to the next qualified applicant.

Immunization Records (for all grade levels) – This will allow our school nurse to review the records to ensure the student's file will be up to date.

Health Examination Form (for all grade levels) – A complete medical checkup is required of all new students. Doctors can complete the Health Exam Form for a recently completed exam. That checkup must be dated in the same year as the starting school year. The doctor's office will also need to include a copy of the latest immunization records or write them down on the health form. An [Affidavit of Exemption from Immunization](#) is accepted and Brentwood will need to receive the original, notarized document. Vision and Hearing Screenings are required as well. These screenings can be completed as part of the student's annual exam with their doctor or the student can elect to have these completed at school in the fall of the first semester for an additional fee. This form must be submitted PRIOR to the start of school.

Please review and complete any of the additional forms that might pertain to your child:

- Protocol: Students with Chronic or Severe Health Concerns
- Health History/Instructions for Health Needs Form
- Medication Permission Form

4th–8th Preparticipation Physical Form – This form is required for students entering 4th-8th grades and can be completed by the physician at the same time the Health Examination Form is being completed during the medical checkup. This form will need to be dated in the same year as the starting school year.

TAPPS Preparticipation Physical Evaluation (for grades 9th–12th) – This form is required for students entering high school and can be completed by the physician at the same time the Health Examination Form is being completed during the medical checkup. This form will need to be dated in the same year as the starting school year.

TAPPS Medical History (for grades 9th–12th) – This form is required for high school students and can be completed by the physician at the same time the Health Examination Form is being completed during the medical checkup. This form will need to be dated in the same year as the starting school year.

TAPPS Previous Athletic Participation (PAPF) & TAPPS Student Transfer (STF) Forms (for international students transferring from another school in the US) – These forms must be completed and signed regardless of the intention to compete in athletic, fine arts, and/or academic competitions. This form is required for 10th–12th grade students already enrolled in another US high school and transferring to BCS or for 9th grade students who have already started at another US high school. This form is not required for new freshman students entering the 9th grade.

Extended Day Form – If a child will need before or after school care, visit www.brentwoodchristian.org, choose Programs, and then Extended Day to complete the registration to enroll your child(ren). Enrollment for the new school year will become available in August just before school begins.