



## 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 prior to the interview with the principal:

- Completed online application form** – [www.brentwoodchristian.org](http://www.brentwoodchristian.org), choose Admissions from the menu at the top, and then Apply Online from the drop down menu
- Application fee** – \$125 non-refundable
  - ✓ Pay by credit card online
  - ✓ Pay by cash or check made payable to BCS (Brentwood Christian School)
- Signed Request for Records Form** to facilitate the transfer of official transcripts and most recent achievement test results. Transcripts must reflect at least 70% average in core classes where a grading scale was used, and no failing grades in any classes.
  - ✓ 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
  - ✓ Most schools will also send a copy of the birth certificate on file
- Recommendation Information Sheet** – current principal/school administrator, current teacher, and a minister or other character reference
- Completed admissions testing**
  - ✓ Grade 6: Basis admissions test offered on the BCS campus (There is a non-refundable fee of \$35 due at testing, cash or check made payable to BCS.)
  - ✓ Grades 7-12: ISEE (Independent School Entrance Exam administered through the Educational Records Bureau) taken within the last year. (Registration is done online through the ERB, the fee required for this testing can be paid online.)
- Copy of immunization records**
- Completed Health Forms** – vision and hearing screenings are required as well
- Completed MS or HS Athletic Forms** – for grade 6-12 students who are planning to participate in middle or high school sports
- Completed TAPPS Transfer Form** – for students in grades 10-12 already enrolled in another high school or for grade 9 students who have already started at another high school
- Completed Student Questionnaire**
- Copy of birth certificate** – if the current school did not forward a copy with the transcripts
- Recent student picture**
- Interview** – Upon gathering all the required documents above, work with the Admissions Office to schedule an interview with the secondary principal for you and your child(ren)

***The Annual Enrollment Fee will be due within five business days of the student being accepted.***

### Additional information regarding the checklist:

**Application** – Student must be the appropriate age for the grade in which they are making application. This is restricted to a two-year window for each grade level. Students can be considered for 12<sup>th</sup> grade, however most often there is not enough time for the student to complete all the required credits to allow him/her to graduate on time, unless he/she is a returning student to Brentwood Christian. To complete the online application, visit [www.brentwoodchristian.org](http://www.brentwoodchristian.org). Choose Admissions from the menu across the top of the page, then Apply Online from the drop down menu.

**Application Fee** – This fee can be paid by credit card online or by cash or check (made payable to Brentwood Christian School). If choosing to pay by cash or check, please notify the Admissions Office so that your application can be processed upon payment.

**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 and discipline records. Grades must reflect at least a 70% average in core classes, and no failing grades in any classes.

**Recommendation Information Sheet** – Please provide a name and email address for a current principal/school administrator, current teacher, and a minister or character reference. Submit completed sheet to the Admissions Office so the referral can be contacted.

**Admissions Testing** – is required for all applicants. Students applying for grade 6 will take the Basis (Basic Achievement Skills Individual Screener) admissions test offered on the BCS campus.

Students applying for grades 7-12 will take the ISEE (Independent School Entrance Exam) through the Educational Records Bureau. More information can be found at [www.iseetest.org](http://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.

**Immunization Records** – This will allow our school nurse to review the records to ensure the student's file is up to date.

**Health Examination Form** – A complete medical checkup is required of all new students. Doctors can complete the Health Exam Form for a recently completed exam. The medical office can also include a copy of the latest immunization records. An athletic physical is required of all athletic team members. 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. These documents can be dropped off or faxed directly to the Admissions Office at 512-835-2184.

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

**MS and HS Athletic Forms**– These forms are required for students entering grades 6-12 who plan to participate in sports. The sports physical form can be completed by the physician at the same time the Health Examination Form is being completed during the medical checkup.

**TAPPS Transfer Form** – must be completed and signed regardless of the intention to compete in athletic and academic competitions. This form is required for grade 10 – 12 students already enrolled in another high school and transferring to BCS or for grade 9 students who have already started at another high school. This form is not required for new freshman students entering the 9<sup>th</sup> grade.

**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.

**Recent Student Picture** – Please submit a recent photo of the student applying for admissions. This picture will be added to the student file to help the Administration to learn faces and names more quickly. This picture does not need to be anything formal and can be emailed to [admissions@brentwoodchristian.org](mailto:admissions@brentwoodchristian.org) if that is easier.

**A personal interview** with the principal is required at Brentwood Christian School. This is a time for the student(s) and parent(s) to meet with the principal to determine if Brentwood Christian is a mutually good fit. The Admissions Office will arrange the interview as part of the final step of the application process. All application requirements need to be turned in to schedule the interview.

**Acceptance** – Typically an applicant will be notified of their acceptance into Brentwood Christian School within one week of completing the admissions checklist. Upon acceptance the following will be due:

- The Contract for Student Enrollment and the Annual Enrollment Fee must be submitted to the Finance Office within five business days of the student being accepted. If the enrollment fee is not paid by this deadline, the student's spot will be offered to the next applicant.
- Tuition arrangements will need to be set up with the Finance Office. The first payment equal to 10% per child is due to the Finance Office by June 1<sup>st</sup> or within one week of acceptance, whichever is later. Please note this initial payment is non-refundable. The payment plan for the remaining balance would then begin in the month following the initial payment. Please note 25% of the tuition is non-refundable after June 1<sup>st</sup> in the event of withdrawal before the first day of school.
- Online registration must be completed 5 days after your Contract for Student Enrollment and Annual Enrollment Fee have been submitted to the Finance Office. The online registration will ask for paperwork regarding Field Trip Permission, Photo Release, proof of insurance, Handbook Agreement, etc. This link will be emailed to you.

**Extended Day Form** – If a child will need before or after school care, the following link <http://www.brentwoodchristian.org/programs/extended-day/> can be used to complete the form to enroll your child(ren). Enrollment for the new school year will be available in August just before school begins.