



## BRENTWOOD CHRISTIAN SCHOOL

### Admissions Checklist for Elementary School

Applicants for elementary school (grades 1-5) will need to provide the following items to the Admissions Office of Brentwood Christian School prior to consideration for acceptance:

- 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)
- Completed admissions testing** – the Basis admissions test will be completed on the BCS campus
- Admissions testing fee submitted** – this is a non-refundable fee of \$35, cash or check made payable to BCS
- Signed Request for Records Form** to facilitate the transfer of official transcripts, discipline records, and the 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.
  - ✓ Grade 1: a copy of the kindergarten assessment (if available), grades for the current year to date and/or report card for completed kindergarten year if applicable, and a copy of the birth certificate
  - ✓ Grades 2-5: a copy of the previous 2 complete years transcripts and any year to date transcript, most recent achievement test scores (if applicable), and a copy of the birth certificate
- Recommendation Information Sheet** – current principal/administrator, current teacher, and a minister or other character reference
- Copy of immunization records**
- Completed Health Forms** – vision and hearing screenings are required as well
- Completed TAPPS Preparticipation Physical Evaluation / Medical History Form** – for 5<sup>th</sup> grade students only
- 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 elementary principal for you and your child(ren)

***All Admissions requirements listed above will need to be completed and submitted within 30 days of the application date to maintain a spot in the class or waiting pool.***

### Additional information regarding the checklist:

**Application** - Student must be the appropriate age for the grade in which he/she is making application. 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.

**Admissions Testing** is required for all applicants and is arranged through the Admissions Office. 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 one hour for this exam to be completed. There is a non-refundable testing fee of \$35 cash or check made payable to BCS at the time of testing.

**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 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.

**Immunization Records** – This will allow our school nurse to review the records to ensure the student's file will be 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. 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. This form must be submitted for admissions to be complete.

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

**TAPPS Preparticipation Physical Evaluation / Medical History** – This form is required for students entering 5<sup>th</sup> grade and can be completed by the physician at the same time the Health Examination Form is being completed during the medical checkup.

**Recent Student Picture** – Please submit a recent photo of the student applying for admissions. This does not need to be a formal picture, it will just be added to the student file to help the Administration to learn faces and names more quickly.

**A personal interview** with the elementary 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 BCS 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 process. Upon acceptance the following will be due (see Admissions Timeline and Deadlines below for timeframe):

- The Contract for Student Enrollment must be submitted to the Finance Office.
- An online enrollment packet will need to be completed along with online payment of the 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.
- Tuition arrangements will need to be set up with the Finance Office. See sample contract for details.

**Admissions Timeline and Deadlines** – Meeting required checkpoints will maintain priority placement and your student's spot in the class.

1. Submission of online application and associated application fee assigns placement in the class or waiting pool as applicable.
2. To maintain the student's spot, all admissions paperwork and supplementary application forms must be submitted within 30 days of the application date.
3. Upon acceptance, Contract, Online Enrollment and Fee, and Tuition payment arrangements must be established by March 15 or within five days of acceptance, whichever is later.\*
4. A non-refundable deposit of 10% of tuition is required by June 1 or within five days of acceptance, whichever is later.\*

\*See Sample Contract for more details and payment terms.

**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.