



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 and paid non-refundable \$125 application fee** – www.brentwoodchristian.org, choose Admissions from the menu at the top, and then Apply Online from the drop-down menu
- Signed Request for Records Form** to facilitate the transfer of official transcripts. Transcripts must reflect at least 70% average in core classes 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
 - ✓ Discipline records
 - ✓ IEP / 504 / BIP Plan
 - ✓ Most schools will also send a copy of the birth certificate on file
- Completed Recommendation Information Sheet** – current principal/school administrator, current teacher, and a minister or other character reference
- Completed admissions testing**
 - ✓ Grades 6-8: MAP (Measures of Academic Progress) screening test offered on the BCS campus. There is a non-refundable fee of \$35 which can be paid online or by cash or check made payable to BCS.
 - ✓ Grades 9-12: 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**
- Completed TAPPS Preparticipation Physical Evaluation / Medical History Form**
- Completed TAPPS Previous Athletic Participation Form (PAPF)** – 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**
- Family Interview** – Upon gathering all the required documents above, work with the Admissions Office to schedule an interview with the middle school principal (grades 6-8) or high school principal (grades 9-12) for you and your child(ren)

To maintain a spot that is available, all Admissions requirements listed above will need to be completed and submitted within 30 days of the application date or upon the notification a space has become available.

To apply for the waiting pool, the only required step is to submit the application and pay the non-refundable \$125 application fee. Once a spot becomes available, the 30-day window will begin to complete the remaining admissions steps listed above.

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 12th 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. Choose Admissions from the menu across the top of the page, then Apply Online from the drop-down menu. The \$125 non-refundable application fee can be paid by credit card online to submit the application. If choosing to pay by cash or check, please notify the Admissions Office so that your application can be processed on our end upon payment.

* Please note any completed admissions documents will either need to be uploaded into the application PRIOR to submission or they can be sent to Admissions via email at admissions@brentwoodchristian.org or faxed directly to the Admissions Office at 512-835-2184 after the application has been completed.

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.

Admissions Testing – is required for all applicants. Students applying for grades 6-8 will take the MAP (Measures of Academic Progress) screening test offered on the BCS campus that covers reading and math and is arranged through the Admissions Office. This assessment is self-paced and takes an average of 30 to 45 minutes to complete. There is a non-refundable testing fee of \$35 (credit card paid online, cash, or check made payable to BCS) due by the time of testing.

Students applying for grades 9-12 will take the ISEE (Independent School Entrance Exam) through the Educational Records Bureau. More information can be found at www.iseetest.org or by calling 1-800-446-0320. This assessment is a timed test and takes three hours to complete. 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, girls coming in after 5th grade need a scoliosis screening, and boys coming in after 8th grade need the screening 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

TAPPS Preparticipation Physical Evaluation / Medical History – This form can be completed by the physician at the same time the Health Examination Form is being completed during the medical checkup

TAPPS Previous Athletic Participation Form (PAPF) – 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 9th 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 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 family 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 (except for the completed health form) need to be turned in prior to scheduling 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 or date of notification that a spot has now become available for those in a waiting pool.
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 become available in August just before school begins.