

Steps for Enrollment in Bay Area Christian School

Welcome to Bay Area Christian School. To help you understand the process for enrolling a new student, please follow the steps below:

1. Read the Parent-Student handbook (available at www.bacschool.org) and, if possible, schedule a tour of the school by contacting Deena.Heidemann@bacschool.org.
2. Fill out an online application at www.bacschool.org under the admissions tab and submit a \$75 application fee (non-refundable)
3. Submit the required paperwork either online or to the Registrar's Office. Applications will **NOT** be processed without all of the required documentation:

Kindergarten -12th grade (Required Documentation)

- _____ Copy of birth certificate
- _____ Copy of up-to-date immunization record
- _____ Copy of any court documents (adoption, divorce decree, custodial rights, etc.)
- _____ Copy of most recent report card/progress report (not kindergarten)
- _____ Student Questionnaire (5th & 6th grade)
- _____ Copy of most recent Achievement Tests (not kindergarten)
Please provide any special psychological or educational tests.
- _____ High School Transcript
- _____ Attendance, tardies and behavior report (for secondary only)
- _____ \$75 application fee (non-refundable)
- _____ *Recommendations (Referral Section in on-line application)

***Recommendations** - from most recent school

- ⇒ Grades K-6 - 1 Recommendation (from a Core Teacher)
- ⇒ Grades 7-12 - 1 from an Administrator, 1 from a **CORE** Teacher (not a coach)

Students who are failing/low grades in one or more classes may not be accepted. Those who have demonstrated serious violations such as ISS or alternative school are likely not to be accepted.

4. The registrar will review the application and supporting documentation. ***If enrollment space is available***, you will receive a call to schedule an appointment for a grade specific evaluation and interview. It is preferred that both parents should be present along with their student(s).
5. After the interview, the admissions committee will review all enrollment information.
6. Parents will be notified of the child's approval or non-approval for admission.
7. Upon notification of approval, *the **non-refundable** enrollment fee is due to complete enrollment.*

Enrollment Priority*

Students will be admitted in the following order of priority:

- ◇ Currently enrolled students/re-enrollment paid by February 28
- ◇ Bay Area Christian School or Bay Area Church staff members
- ◇ Sibling of currently enrolled students
- ◇ Bay Area Church member families
- ◇ Students on the waitlist from the previous year have priority over applicants for the next year
- ◇ New students on a first come, first serve basis after approval for admission.



*BACS Admissions Committee reserves the right to be selective with our secondary admissions process as it relates to enrollment priority.