



# NEW STUDENT ADMISSION CHECKLIST

## ELEMENTARY SCHOOL

### Kindergarten – 5<sup>th</sup> Grade

#### **Admission Process: (STEP 1)**

*Please submit the following:*

- New Student Application Located On Our Website \_\_\_\_\_
- Headshot Photo (upload to application) \_\_\_\_\_
- Birth Certificate (upload to application) \_\_\_\_\_
- School Administrator Recommendation Form (included in application) \_\_\_\_\_
- School Teacher Recommendation Form (included in application) \_\_\_\_\_
- Current and Last Two Years Report Card \_\_\_\_\_
- Current and Previous Year Standardized Test Scores (ex. IOWA, SAT, FSA) \_\_\_\_\_
- Release of Records Form (on our website) \_\_\_\_\_

#### **Entrance Exam: (STEP 2)**

After completing Step 1, you will be contacted to schedule an entrance exam. All prospective students are **required** to come in for a school readiness evaluation. The exam usually takes between 45 – 75 minutes to complete depending on the grade level.

- Student Entrance Exam Scheduled \_\_\_\_\_
- Non-Refundable Entrance Exam Fee (\$50.00 cash or check payable to KCS) \_\_\_\_\_

#### **Decision: (STEP 3)**

After completing Steps 1 & 2, within approximately one week, you will be notified of a decision by the Director of Admissions.

#### **Enrollment: (STEP 4)**

*Within one week of receiving acceptance offer, you must apply online for enrollment and pay the registration fee (link will be provided).*

The following two health forms must be turned in within three weeks of registering. These forms are provided by your child's pediatrician. You may bring them to our main office or scan the documents and email them to Robyn Hathaway, School Nurse, at [rhathaway@kendallchristian.com](mailto:rhathaway@kendallchristian.com).

- Physical DH 3040 \_\_\_\_\_
- Immunizations DH 680 \_\_\_\_\_