

NEW STUDENT REGISTRATION CHECKLIST

ALL STUDENTS: The following items are required for all new students to complete registration

- Complete Online Application (from homepage: Admissions/New Students/Apply online now)
 - Parental Signature required
 - Permission to post pictures to the website, newsletter & advertising
 - \$50 Application Fee
- Testing (students entering Kindergarten – Grade 12)
 - You may submit student's standardized test results for current school year OR
 - Schedule to have your student tested at GCA (\$50 testing fee)
(Note: Student may still need to come in for testing if standardized test scores submitted are low.)
- Forms to Complete
 - Health Inventory
 - Emergency
 - Financial Agreement – Form due with enrollment
 - Annual, Semester and Quarterly Payment Options
 - 12 Month Payment Option – Form due by May 1st (payments start in June)
 - 11 Month Payment Option – Form due by June 1st (payments start in July)
 - 10 Month Payment Option – Form due by July 1st (payments start in August)
 - A Parent's Guide to Child Care (All PreK, Before & After Care Students)
 - Extended Care Request: submit application with fee (If Before and/or After Care is needed)
 - Math Recommendation (Grades 7-12)
 - Character Reference (Grades 7-12)
 - Parental Statement
 - Statement of Faith
- Other Required Documents
 - Birth Certificate (issued by the State in which the child was born)
 - Up-to-date Immunization Record (required by State law for admission)
 - Report Card(s) – (Not required for PreK; final 2020 for K; final 2019 and 2020 for Grades 1-11)
 - Official Transcript – (Grades 9-12)
 - Course Selection Request – Complete during parent interview for Grades 7 – 12
- Set-up Parent Accounts
 - Update your FACTS Tuition Management account with your billing information
 - Set-up your ParentsWeb account (instructions will be in your interview packet)

ACCEPTANCE

- All Forms submitted (except Health Inventory packet which is due by August 1st)
- Interview with Mrs. Jones, Director of School
- Pay \$250 New Student Registration Fee
- Pay Program Fee (Fee covers the cost for actual products, services, retreats, graduation expenses, etc. These fees go beyond the normal educational program and are often unique to that grade.)
 - Pre-K, \$260; Kindergarten, \$290; Grades 1-8, \$280; Grades 9-11, \$430; and Grade 12, \$535

NEXT STEPS AFTER ACCEPTED

- Purchase Uniforms (see **Uniforms** sheet in your interview packet or check ParentsWeb for details)
- Purchase School Supplies (see **School Supply List** in your interview packet or check ParentsWeb for details)
- Attend Binder Orientation and Study Skills on Thursday, August 13th at 6pm (All 3rd graders and new 4th-8th graders)
- Attend Meet & Greet on Monday, August 17th from 4pm to 6pm
- First Day of School is Wednesday, August 19th!

*Please contact Mrs. Baker with questions or to schedule testing: amy.baker@graceknights.org or 301-645-0406, ext. 250.