

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
- Apply for financial aid thru F.A.C.T.S. (top of GCA's homepage)
- Testing (students entering Kindergarten – Grade 8; Mrs. Johnson will contact you to schedule testing)
 - 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 7-8)
 - Character Reference (Grades 7-8)
 - 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 Preschool; final 2021 for K; final 2020 and 2021 for Grades 1-8)
 - Course Selection Request – Complete during parent interview for Grades 7 – 8
- Set-up Parent Accounts
 - Update your F.A.C.T.S. Tuition Management account with your billing information
 - Set-up your FACTS Family Portal (ParentsWeb) account (instructions will be in your interview packet)

ACCEPTANCE

- All Forms submitted (except Health Inventory packet which is due by August 2nd)
- Interview with Mr. Johnson, Interim Director of School
- Pay \$250 New Student Registration Fee upon acceptance
- Pay Program Fee by first day of school (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; and Grades 1-8, \$280

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 Friday, August 13th at 6pm (All 3rd graders and new 4th-8th graders)
- Attend Meet & Greet on Monday, August 16th from 4pm to 6pm
- First Day of School is Wednesday, August 18th!

*Please contact the Admissions Team with questions or to schedule testing: admissions@graceknights.org or 301-645-0406.