

# Calvary Christian School Enrollment Checklist

The following checklist is provided to simplify the enrollment process:

Student \_\_\_\_\_ Grade \_\_\_\_\_      Student \_\_\_\_\_ Grade \_\_\_\_\_  
Student \_\_\_\_\_ Grade \_\_\_\_\_      Student \_\_\_\_\_ Grade \_\_\_\_\_  
Student \_\_\_\_\_ Grade \_\_\_\_\_      Student \_\_\_\_\_ Grade \_\_\_\_\_

Check off each item as it is completed:

- Student Application(s) signed & turned in
- Registration Fee(s) paid
- "Parent-School Contract(s)" signed & turned in  
*(use the contract for the oldest child in K5-12<sup>th</sup>; PS1-K4 requires a separate contract)*

7-12<sup>th</sup> Reference Forms returned to CCS:

- Church Reference
- Teacher Reference
- Administrative Reference
  
- Interview with Principal
- Grade Placement Evaluation completed (1<sup>st</sup>-12<sup>th</sup>)
- "Sandbox" billing system application completed & turned in (PS1-K4)
- "Smart Tuition" billing system application completed & turned in (K5-12<sup>th</sup>)
- Medical History Form completed & turned in
- Immunization records (copy) turned in
- NC Health Assessment completed & turned in (K/5)
- Birth Certificate (copy) turned in
- Notification of Acceptance sent to parent