****

**9801 Arlington Church Road \* Mint Hill, NC 28227 \* (704) 545-4589 \* www.arlingtonacademy.org**

**STUDENT APPLICATION AND ADMISSION PROCESS CHECKLIST**

**2023-2024**

**The Admission Application Process Checklist is a great tool to help you understand the steps involved in applying for Admission to Arlington Christian Academy.**

**ADMISSIONS PROCESS CHECKLIST:**

\_\_\_\_\_\_\_ **Application** Complete

* Fill the application out online and submit it.
* Download the application, fill it out, email to [Csustar@arlingtonacademy.org](mailto:Csustar@arlingtonacademy.org)
* Print the application, fill it out and mail it to Arlington Christian Academy, 9801 Arlington Church Road, Mint Hill, NC 28227

\_\_\_\_\_\_\_ **Application Fee** Attach a check made out to Arlington Christian Academy for the correct amount. (If selecting the monthly payment plan, attach the first monthly installment plus the non-refundable $250.00 Application Processing Fee.)

\_\_\_\_\_\_\_ **Birth Certificate** Include a copy of the student’s birth certificate. The birth certificate must accompany the application at the time of submission.

\_\_\_\_\_\_\_ **Student Medical Immunization Record** **and Emergency Medical Information** All students applying for enrollment in kindergarten, first or second grade, a completed copy of the Student Medical Form, including immunization records, must be included with the application at the time of submission.

\_\_\_\_\_\_\_ **Kindergarten Physical Assessment Form** All children accepted to ACA’s kindergarten classes are required to provide proof of a physical assessment dated within 4 months prior to September, 2023. The Kindergarten Physical Assessment Form must be completed by your child’s doctor and submitted to the Admissions Office no later than the first day of school. Your child’s pediatrician will provide the physical form. Please note that your child will be unable to attend their first day of school without a physical form, including up-to-date immunizations, on file.

\_\_\_\_\_\_\_ **Record Card** If applicable, include a copy of your child’s final report card from the previous school year, as well as a copy of their most recent report card.

\_\_\_\_\_\_\_ **Admissions Testing** Kindergarteners will be given an entry assessment to determine their level of phonics, reading and math skills. This assessment will not be used in determining admissions to ACA, but will provide the teacher with necessary information in making lesson plans. Students applying for 1st and 2nd grade admission must provide current SAT (Stanford Achievement), CAT (California Achievement) or Terra Nova test scores that are less than one year old. If no testing is available from previous years, ACA will provide entry testing.

\_\_\_\_\_\_\_ **Transcript Request Form** Complete and sign the Transcript Form and return it with the application. Records will be requested by ACA if the student is accepted.

\_\_\_\_\_\_\_ **Student Confidential Evaluation** Sign, date and send this form to your child’s current teacher. The form must be mailed or faxed (704)-545-4573 back to ACA by the teacher. Please ask the core teacher to complete this evaluation.

\_\_\_\_\_\_\_ **Pastor Reference Form** Sign, date and send the Pastor Reference Form to any full-time minister on staff at your church. The form must be mailed or faxed (704)-545-4573 back to ACA by the minister.

\_\_\_\_\_\_\_ **Interview** After completion of the above documents, an interview will be scheduled with the principal and an elder of Arlington Baptist Church. **Elementary students do not attend the interview.** Interviews begin in February for kindergarten – 2nd graders.