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

**STUDENT APPLICATION AND ADMISSION PROCESS CHECKLIST**

**2024-2025**

**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:**

* 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** of $250.00 is non-refundable Application Processing Fee due at the Parent Interview.

\_\_\_\_\_\_\_ **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 Examination:** All children accepted to ACA’s Kindergarten class are required to provide proof of a physical examine dated within 4 months prior to September, 2024. The Kindergarten Physical Examination 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 examination form. **Please note that your child will be unable to attend their first day of school without a current physical examination, including up-to-date immunizations, on file.**

\_\_\_\_\_\_\_ **Report Card:** Students completing grades Kindergarten and up submit a copy of your child’s final report card from the previous school year. If your child is entering Kindergarten and attended a preschool, please ask their teacher to complete the **Student Confidential Evaluation Form**.

\_\_\_\_\_\_\_ **Admissions Testing:** All students new to ACA will be given the Wide Range Achievement Test (WRAT) which is 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 preparing lessons. If your child took the SAT (Stanford Achievement), CAT (California Achievement) or Terra Nova at their previous school, please submit those results.

\_\_\_\_\_\_\_ **Transcript Request Form:** If your child attended a school prior to ACA, pleasecomplete and sign the Transcript Form and return it with the application.

\_\_\_\_\_\_\_ **Pastor Reference Form:** Sign, date and send the Pastor Reference Form to the church staff member that knows your child the best. The staff member can mail or faxed (704)-545-4573 the completed form back to ACA.

\_\_\_\_\_\_\_ **Parent** **Interview:** After completion of the above documents, an interview will be scheduled with the Director and a member of the Governance Board. **Elementary students do not attend the interview.** Interviews begin in February.