



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

## STUDENT ADMISSION PROCESS CHECKLIST

2025-2026

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The Admission 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** of \$250.00 is non-refundable Application Processing Fee due at the time of the Parent Interview. Payment can be in the form of a check made payable to Arlington Christian Academy, in cash or through Push pay through the Arlington Baptist Church app.

\_\_\_\_\_ **Birth Certificate:** A copy of the student's 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 through fourth grades, 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 students accepted to ACA's kindergarten classes are required to provide proof of a physical exam prior to August, 2024. The Kindergarten Physical Exam 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 needs to complete the NC Health Form that you will receive from the ACA Director.

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**Report Card:** If applicable, include a copy of your child's final report card from their previous school year.

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**Admissions Testing:** All enrolling students 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 first grade and up, please 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.

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**Transcript Request Form:** If the student attended a school prior to enrolling in ACA complete and sign the Transcript Form and return it with the application. Records will be requested by ACA if the student is accepted.

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**Student Confidential Evaluation:** If the student attended a pre-school prior to enrolling in ACA, please ask your child's core teacher to complete the Student Confidential Evaluation Form. The form may be mailed or hand delivered to ACA.

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**Pastor Reference Form:** Give the Pastor Reference Form to any full-time minister on staff at the church you currently attend. The form may be mailed or hand delivered to ACA.

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**Interview:** After completion of the above documents, a parent interview will be scheduled with the Director and a member of the staff of Arlington Christian Academy. **Elementary students do not attend the interview.**