



Admissions Process Checklist

Use this checklist to track your progress as you apply for admission.

Application – Choose one of the below options

- ☐ Complete the application online and submit it
- ☐ Download, fill out, and email to **Csustar@arlingtonacademy.org**
- ☐ Print, fill out, and mail to: **Arlington Christian Academy** 9801 Arlington Church Road
Mint Hill, NC 28227

Application Fee

- ☐ \$250.00 non-refundable processing fee due at the **Parent Interview**
- ☐ All payments are through the *Arlington Baptist Church* app.
 - Directions for paying through the app:
 - Go to the app store and download the app for Arlington Baptist Church. There are several Arlington Baptist Churches, so make sure it has the logo with the letter A, with a circle around it, like in the letterhead.
 - Click on the Connect button at the bottom of the page
 - Click on Arlington Christian Academy
 - Click on K-5 Payments
 - Click on Click here to pay
 - Decide how you want to pay; Credit card or ACH (Bank Draft) or Apple Pay
 - Choose between one-time or recurring
 - Click on frequency if recurring.
 - Enter start date
 - Click on the drop-down arrow and select type of payment:
 - K-5 Tuition/Registration
 - K-5 Hot lunch
 - K-5 Merchandise
 - K-5 Other
 - In memo line type your child's name
 - Click the box for 2.2% processing fee
 - Select payment method

- If it is a one-time payment, it will say give and the amount entered for verification.
- Choose the Apple Pay options.
- If it is a recurring payment, schedule recurring gift.
- Choose the Apple pay options.

Required Documents for Entering Kindergarten Students

- ☐ Copy of student's **birth certificate**
- ☐ **Student Medical Form** with immunization records. If you do not give immunizations to your child, please complete Religious Exemption for Immunizations Form.
- ☐ **Kindergarten Physical Assessment Form**
 - Must be completed by your child's doctor
 - Submit by the first day of school. (Please contact the Director, if a doctor's appointment cannot be scheduled before the first day of school.)
 - The North Carolina Health Form needs to be completed by the student's pediatrician.

Admissions Testing

- ☐ Wide Range Achievement Test Edition 4 is an entry assessment for phonics, reading, and math (required for all students).

Additional Forms

- ☐ **Student Confidential Evaluation Form** (from the preschool teacher, if the student attended preschool)
 - Completed by core teacher
 - May be mailed or hand-delivered to Arlington Christian Academy
- ☐ **Pastor Reference Form**
 - Completed by a full-time minister at your current church
 - May be mailed or hand-delivered to Arlington Christian Academy.

Interview

- ☐ Schedule and attend **Parent Interview** with Arlington Christian

- Academy Director, Governance Board Member and/or staff member.
- Students do not attend the interview.

Required Documents for First – Fifth Grade Students

- Name and Address of last school attended.
- Name of the contact person at that school.
- The Director of Arlington Christian Academy will contact the school and ask for your child's records to be transferred.

☐ Pastor Reference Form

- o Completed by a full-time minister at your current church
- o May be mailed or hand-delivered to Arlington Christian Academy.

Interview

☐ Schedule and attend Parent Interview with Arlington Christian Academy

Director, Governance Board Member and/or staff member.

- o Students do not attend the interview.