

## **ADMISSION PROCEDURES FOR CALVARY CHRISTIAN SCHOOL**

1. Inquiring parents to be directed to call either director.
2. Director to mail introduction letter if basic requirements of CCS appear to be met.
3. Family cover sheet prepared and copies given to both directors and office.
4. Registration form and \$50 received in office.
5. Teacher's application, state of faith and corporation form, church school enrollment form, school transfer form, consent and release form, and Handbook mailed to the family.
6. Receipt of completed forms and tuition to office.
7. Copies of teacher's application given to directors.
8. Interview scheduled with family.
9. Interview conducted (all paperwork to be returned at this time).
10. Either director's approve applicant or a board of director's meeting held to discuss approval within two weeks of interview.
11. If approved, applicant called by either director and notified of acceptance. Date for orientation meeting is scheduled.
12. If denied, administrator will send a letter (copy to be kept in files) and all fees will be refunded.
13. Director creates a permanent file for family.
14. Director makes two copies of the church school enrollment form. Original sent to Board of Education, one copy placed in permanent file.
15. Director makes one copy of record release form. Original sent to previous school and copy placed in permanent record file.
16. Orientation meeting held for new families. Distribute handbooks, discuss the keeping of lesson plans, curriculum, and keeping of credit hours if in high school. Hand out school events schedule.
17. During the first month of a new family joining, a director should contact to see if all is going well.
18. Directors will review and send family a breakdown of the hours needed for graduation from CCS.