

NEW STUDENT ENROLLMENT PROCESS FOR 2011-2012 SCHOOL YEAR

Within this packet you will find a variety of forms with relevant information. Please take time to carefully read through each one, enter the requested information, and submit requested items to the school office.

I. Application - This is available in the school office.

Please check these to make sure all are completed before submitting any portion to the office.

- _____ 1. APPLICATION FOR ADMISSION- Parent completes as directed and both parents (or parent with primary custody) sign. Use student's legal name. Note: Students entering kindergarten must be five years of age on or before December 1. Students entering first grade must be six years of age on or before December 1.
- _____ 2. PARENTAL CONTRACT/MEDIATION ARBITRATION AGREEMENT - Both parents read thoroughly and sign.
- _____ 3. REPORT CARD - Please attach a copy of your child's report card(s) showing grades for all grading periods for the current school year. For grades 6 - 12, also include an unofficial transcript for each grade completed in addition to the report cards.
- _____ 4. TEST RESULTS - Attach a copy of the most recent achievement test scores - Star, Stanford 10, Iowa Test of Basic Skills, etc. and/or an educational/psychological battery of tests (IEP). If not available, explain on a separate sheet.
- _____ 5. RECOMMENDATIONS - For grades 6-12, please give or send the "Teacher Recommendation Questionnaire" to your child's most recent teacher. The "Principal Recommendation Questionnaire" should be given to the Principal or Counselor of your child's current or most recent school. Please provide stamped envelopes addressed to the Administrator at the above address so they can be mailed directly to the school office. Please do not ask for either of the recommendation questionnaires to be returned to you, but do request that they be sent to our school office as soon as possible.
- _____ 6. ALL NEW STUDENTS - Mail or bring the above forms along with a \$100 testing fee to the address listed above. Please remember that one application is required per student. All of the above forms, with signatures and testing fee, are required before a testing date can be set. Please fill out forms exactly alike for siblings except for information unique to each student.
- _____ 7. HIGH SCHOOL PASTORAL REFERENCE FORM - For grades 9-12 only.

II. Testing: As soon as the above steps are completed, you will be notified of a testing date and time for new students to be tested. We suggest that all forms be returned immediately to ensure the earliest available testing date which will afford the best opportunity in securing a place in a class. Testing dates are available in the school office. Within two weeks after the test, you will be notified of the test results and the status of your child's enrollment process.

III. Completion of Enrollment: To complete the enrollment process and be placed in a class, these items must be submitted and received by the Registrar no later than two weeks after the date of notification.

- _____ 1. HEALTH/IMMUNIZATION RECORDS
 - _____ Proof of immunization signed by the doctor or nurse. (Including Kindergarten and 7th grade Hepatitis B series and 2nd MMR required) **Incoming 7th-12th graders (Pertussis booster is required)** [Varicella vaccine or proof of chickenpox required for Kindergarten] [Should you choose to not have your child immunized due to religious or personal beliefs, complete a Personal Beliefs Waiver for Immunization available in the school office.]
 - _____ First Grade Health- Exam form requires a doctor's exam and will include immunization records. (This form is furnished with the application)
 - _____ The Mantoux TB test results.
Kindergarten students must have had a Mantoux TB test within one year of the first day of school.
- _____ 2. BIRTH CERTIFICATE - Provide the legal certificate from Hall of Records or appropriate agency. (Passport is acceptable.)
- _____ 3. REQUEST FOR SCHOOL RECORDS - (Grades 1 and above) Please sign and date.
- _____ 4. EMERGENCY TREATMENT AUTHORIZATION - One is mandatory for each child.
- _____ 5. TUITION PAYMENT INFORMATION FORM AND SMART TUITION SERVICE FORM for 2011-2012- Completed and signed. (Return both copies)
- _____ 6. ENROLLMENT FEE - \$325.00

If the above information has not been received by the end of this two week period, we will assume you are no longer interested in enrolling your child at Hillcrest and your enrollment packet will be returned to you.

When your child has been placed on a class list, you will be notified by mail. If you have not heard from us after two weeks from the time we should have received the above completed packet, please call the school office and ask for the Registrar.

STUDENT INTERVIEW: An interview is required of all parents and students enrolling in grades 6-12. Parents will be notified in order to arrange an appointment. An interview for parents of students in grades K-5 may or may not be required. Upon completion of the enrollment process, a copy of the Parental Contract will be provided for your records.

ALL MAIL MUST BE ADDRESSED TO THE ABOVE ADDRESS AND TO THE ATTENTION OF THE REGISTRAR.

Hillcrest Christian School's mission is to provide a quality education from a Biblical point of view and to assist parents in the training of their children.