

APPLICATION CHECKLIST

Thank you for your interest in Calvary Christian Academy! The following checklist will assist you in providing a complete application for the 2009-2010 school year. If you have questions call Admissions at 954-905-5165.

Step 1 – Online Application

- Complete the Online Application
- Pay the \$50.00 Application Fee

Step 2 - Signature Forms

- Family Forms - one per family
 - Did you complete and sign Father and Mother section?
 - Did both parents sign the Parental Contract?
 - Did both parents sign the Statement of Faith?
 - Submit the Church Reference Form to a pastor or leader in your church.
- Secondary Forms - one for each student applying for 6th through 12th grade
 - Is the Secondary Student Information complete?
 - Submit the Math and English Teacher Recommendation forms to their current teachers.
 - Submit the Youth Ministry Reference Form to a leader in Youth Ministry at your church.
- Elementary Forms - one for each student applying for Kindergarten through 5th grade
 - Is the Elementary Student Information complete?
 - Submit the Elementary School Reference Form to the student's current teacher.
- Pre-K Forms - one for each student applying for Pre-K
 - Is the Pre-K Student Information complete?

Step 3 - Required Documents

- A recent family photo (one per application)
- Copy of most recent standardized test scores
- Copy of most recent transcript (if applying for high school)
- Copy of most recent report card
- Copy of the original birth certificate (**not the original**)

Step 4 - Testing

If entrance testing is necessary, there will be a \$50 testing fee. If required the Admissions Department will contact you with a test date.

Step 5 – Family Interview

Calvary Christian Academy is a covenant Christian school that seeks to enroll families with a strong and visible relationship with Jesus Christ. The interview process is conducted through the respective school level to which you are applying (elementary, middle, and high) and serves the purpose of evaluating the family's spiritual commitment and willingness to co-labor with the school. Both parents or legal guardian(s) and the prospective student are required to be present at the interview. The appropriate school Administrative Assistant will contact you to schedule an appointment.

Step 6 – Decision

- Upon acceptance you will receive a Request for Records form. The form must be given to your current school in order to obtain the necessary student records.
- Health Records

- If not submitted with the above student records, or if entering school for the first time, these forms must be obtained from your healthcare provider.
- If the student is coming from out of state, you must have your health records transferred to the Florida state-approved forms by a doctor's office here in Florida or by the Florida Health Department.
- The Florida Certificate of Immunization (HRS 680 A or B) must give the day, month, and year the student was immunized.
- All students must be current on all immunizations. Please check with your pediatrician.
- Hepatitis B vaccine series is required for entry into kindergarten.
- Hepatitis B vaccine series and the Td4 Booster are required for entry into the 7th grade.
- All students are required to complete a physical exam within the twelve month period prior to the first day of attendance and Health Examination Form (HRS 3040) submitted to CCA. All students must have TB screening validated on this form.
- Students will not be allowed to attend class until complete health records have been received and verified by the school nurse.