



Enrollment Procedures 2017-2018

Dear Applicant,

Thank you for your interest in Victory Christian Academy. This guide is meant to assist you through our application process. Applicants must have a commendable behavioral record in order to be considered for admission.

Steps to Enrollment

1. Parents must attend an Open House event. (Please call the office to register.)
2. Complete an application which includes the following:
 - a. \$50 non-refundable & non-transferable Application Fee
 - b. Admissions Test (\$20 per student) - Testing Schedule: Tuesday-Friday between 9:00 am & 11:00 am. Please call the office to schedule an appointment.
 - c. VPK Assessment (Students enrolling in K5)
 - d. Most recent Report Card (Grades 1-11)
 - e. Standardized Test Scores (Grades 4-12)
 - f. Teacher Recommendation Form (Grades K5-6)
 - g. English & Math Teacher Recommendation Forms (Grades 7-12)
 - h. Step Up For Students Award Letter (if applicable)
 - i. McKay Letter of Intent (if applicable)
3. Family Interview with Admissions Counselor or Principal is required upon administrative request.

Once the review process has been completed, parents can expect the following:

- Parents will receive a final determination letter in the mail.
- Parents are required to submit up-to-date copies of student's Physical and Immunization Forms.
- Direct Paying Parents: The first tuition payment and Book Fee are due on or before August 5, 2017, in order to finalize student's enrollment. Invoices will be emailed in July.
- All newly enrolled parents **must** attend our **Mandatory** New Parent & Teacher Orientation. (Dates: TBA)

Students may be required to attend our Summer Program as a part of the enrollment process. Attendance of our summer program does not guarantee acceptance for the subsequent school year.