

## **The New Student Enrollment Process**

Thank you for considering Kingsway Christian School for your child! We strive to prepare students, not only for academics, but LIFE! Following are the steps to become a KCS family! If you have ANY questions, please don't hesitate to ask! We're here to help!

The new student enrollment process is as follows:

- First, fill out the required paperwork (you can pick these forms up at the school office or download them yourself from the KCS website),
- Submit the completed paperwork along with the \$100 per student Registration Fee,
- Set up Pre-admissions Testing,
- Interview with the appropriate Principal for final approval!

The required paperwork includes:

- the 4 page New Student Application for Enrollment form,
- the 3 page Medical Information, Release and Immunization forms,
- the Parent Agreement form,
- the Request for Release & Transfer of School Records form (grades 1-8 only),
- the 3 Reference forms (grades 6-8 only),
- the Agreement for Pre-Authorized Payment Deduction.
- copies of any special testing results, and
- copies of the most recent Standardized Test Scores and Report Card.

After submitting the above, you will need to coordinate a date and time for Pre-admissions testing. Depending on the student, testing will typically take around 45 minutes – give or take several minutes.

After the testing is completed, you will need to meet with the appropriate principal(s) to discuss the testing results, go over any remaining questions you have, then welcome you to the KCS family! NOTE: ALL the required forms & fees and pre-admissions testing must be completed before the interview with the principal can take place!

Again, thank you for your interest! We look forward to working with you to raise and educate your children! If you have any questions, please contact the school office at 317-272-2227 and we'll do whatever we can to help!