

## UNITED CHRISTIAN ACADEMY ADMISSIONS CHECKLIST

The admissions process checklist is your step-by-step guide for enrollment at United Christian Academy. There will be some variations based on your child(ren). The process consists of five stages and each must be completed before moving on to the next.

### STAGE 1 - Application

---

#### Preschool

- Application - [HERE](#) - or online at ucacrusaders.com/admissions

#### K-12

- Application - [HERE](#) - or online at ucacrusaders.com/admissions
- Signed Records Request Form - [HERE](#)
- Most recent custody agreement - if applicable
- Copies of any current IEP's - if applicable
- Copies of any discipline records

**Failure to disclose any relevant information academic and/or discipline issues during the application process may hinder your student's acceptance.**

### STAGE 2 - Tour

---

Once Stage 1 is completed, please schedule a tour and information session. If you attend Open House, this step may be skipped.

- Preschool Tour - Contact Mrs. Jill Garth via email [admissions@ucacrusaders.com](mailto:admissions@ucacrusaders.com)
- Elementary Tour - Schedule online (<https://calendly.com/mrsknight>)
- Middle and High School Tour - Schedule online (<https://calendly.com/mrlauer/school-tour>)

### STAGE 3 - Admissions Testing (1st-12th Grade ONLY)

---

- Schedule online (<https://calendly.com/mrlauer/student-testing>)

## **STAGE 4 - Acceptance**

---

After completing all of Stages 1-3, you will receive an email regarding your student's acceptance.

- Receive Acceptance (via email)
- Enrollment Fee Due (paid online)
- Submit the following forms:
  - Birth Certificate
  - School Entrance Form
  - Physical Form
  - Current Immunization Record OR Religious Exemption Documentation
    - 5-year-old shots
    - 6th-grade booster
    - Religious Exemption Documentation

## **STAGE 5 - Final Acceptance**

---

- Complete and Sign Enrollment Agreement, Handbook Agreement, Student Information Form (Included in a single document sent via JotForm)
- Pay Book Fee
- Pay First Month Tuition