



Admissions Process and Checklist

Train up a child in the way he should go: and when he is old, he will not depart from it.
Proverbs 22:6

Student Name: _____ Grade: _____

We're thrilled that you've decided to apply to Outlook Christian School and we're looking forward to getting to know you and why you would like to be a part of our Outlook Christian School community. Submit this form and all documentation, then we'll schedule your Final Meeting.

- Preliminary Meeting & Tour with Administrator** Date Completed: _____
The first step is a preliminary meeting and tour with our administrator, Sheryl Mullin, to figure out if OCS is a good fit for your family and to discuss your testimony. To schedule, call the front desk at 503-371-7393.
- Submit Documentation with This Checklist** Date Completed: _____
 - Application and the Financial Agreement
 - School Records – an unofficial copy of your child's school records/transcript [*This does not apply to new kindergarten students.*]
 - Letters of Recommendation - from family friends, pastors, former teachers, etc. to attest to both your student's and your family's desire to obtain a Christian education
- Placement Testing** Date Completed: _____
Schedule a time for your child to take placement tests by calling the front desk at 503-371-7393.
- Final Meeting** Date Completed: _____
Before a decision is made concerning admission, a final meeting will be scheduled with the administrator.

If your child is admitted to OCS after the final meeting the following documents must be submitted prior to your child starting school:

- Immunization Records
- OCS Behavior Expectations – read and discuss with your child. Ensure that your child understands what he/she is committing to and then sign and date the contract.
- Handbook Read Confirmation
- Social Media Consent Form
- Consent & Release Form for Fieldtrips
- Authorization for Student Pickup (optional)

Parent Name: _____ **Date:** _____

Parent Signature: _____