

## **INSTRUCTIONS FOR ADMISSIONS**

**New Student Qualifications:** In order to qualify for admission to *Trinity Christian Academy* a student must meet the following qualifications:

1. Grade point average of 2.5 or above (grades 6-12)
2. Achievement test scores in average to above average range
3. Student should not have been suspended, dismissed, or expelled from his/her previous school(s).

***Academic and behavior records will be obtained from previous schools. If information was misrepresented, the applicant will be ineligible for admission and money will not be refunded.***

### **Step 1: Submit application online**

Please go to our website. [www.tcalw.org](http://www.tcalw.org), then go to the "Admissions" page and click on Application Process. Complete each page, print out the forms needed to be completed by others, and pay the application fee online. After submitting the application, please get the supporting documents to the Admissions Office so we can begin to process your application.

### **Step 2: Supporting Documents**

Parent submits supporting documents via fax (561-965-4347), e-mail, mail, or by dropping them off in the Admissions Office. Items needed are listed below:

1. A copy of the child's birth certificate
2. A copy of the child's social security card
3. A copy of the parent or guardian's driver's license
4. A copy of the child's medical insurance card (front & back)
5. Release of Liability form (please complete when you come to my office)
6. Release of Records form (please complete when you come to my office)
7. Copies of report cards for this school year & the last 2 years
8. Copies of standardized test scores from the last 2 years
9. Copy of the child's IEP & Psychological Evaluation (if your child has one)

### **Step 3: Entrance Exam**

Once all the above listed documents are received, the Admissions Office will schedule your child's entrance exam in the areas of vocabulary, reading comprehension, math problem solving, and math procedures.

### **Step 4: References**

Reference forms must be submitted from the child's school and a pastor, if the child attends a church. These forms can be printed from the online application site. Please give the "School Reference Form" to either your child's teacher or administrator, **who must submit the form directly to Admissions**. They should not return it to the family and have the family bring in this form.

### **Step 5: Interview**

Once all the above steps are completed, then we will schedule the family interview (student & at least one parent or guardian) with the level principal.

### **Step 6: Acceptance**

The applicant will be accepted based on the application information, entrance exams, achievement test scores, report cards, references, student questionnaire, and family interview. Once the student has been accepted, to secure a spot, the student must do the following:

1. Parents sign contract
2. Pay registration fee

If the applicant is accepted but a spot is not available, then the student will be placed on a waiting pool status.

### **Step 7: Medical Forms**

Before the student can start school, the following forms must be submitted:

- 1. Florida Department of Health Immunization form (DH680)**
- 2. Florida Department of Health Physical form (DH3040)**
- 3. Authorization to Dispense Medication form**

Trinity Christian Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. TCA does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational, admissions, or other school-administered policies or programs.