



Admissions Process and Checklist

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. Check off each item as you complete it and submit this form and all documentation before you schedule your final meeting.

- Application**
Fill out the included application and the Financial Agreement (the other forms in the Welcome Folder can be filled out and submitted after your child has been admitted to Outlook Christian School) and submit with this form.
- Meet with Administrator**
Schedule a preliminary meeting with our administrator (Sheryl Mullin) by calling the front desk at 503-371-7393.
- School Records**
Include a copy of your child's school records/transcript (this can be an unofficial copy) when submitting this form. *[This does not apply to new kindergarten students.]*
- Immunization Records**
A copy of your child's immunization records must be included when submitting this form.
- Student Behavior Contract**
Read and discuss the enclosed student behavior contract with your child. Ensure that your child understands what he/she is committing to and then sign and date the contract.
- Letters of Recommendation**
Get two 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 Tests**
Schedule a time with the Middle/High School Teacher at Outlook Christian for your child to take placement tests, by calling the front desk at 503-371-7393.
- Final Meeting**
Schedule a final meeting before a decision is made concerning admission.

Parent Name: _____ **Date:** _____

Parent Signature: _____