

## NOW THAT YOU HAVE APPLIED...

Once your family has completed the Application to Providence Christian Academy, there are several things that need to be completed before the enrollment process is complete. An administrator will be in contact with your family after your application is submitted to schedule a family interview. *This is a REQUIRED part of the application and enrollment process.* Below is a checklist to assist you in completing the enrollment process prior to the start of classes this fall. All these items MUST be completed for your student(s) to be fully enrolled and ready to begin classes this fall. Please contact the Office if you have any questions or concerns; we are more than happy to assist you. **Completion of an Enrollment Application and/or scholarship application DOES NOT equate to PCA acceptance or enrollment. Completion and submission of these forms before an interview or official acceptance will NOT affect acceptance.**

### REQUIRED:

- \$50 Administrative Fee per family – *only due upon acceptance*
- Financial Arrangements
  - Step Up for Students* Scholarship Application Submission
  - Self-Pay (a meeting to set up a financial agreement with PCA is necessary)
- Copy of student's birth certificate
- Copy of student's Social Security Card/Number
- Up-to-date Vaccination records *OR* copy of exemption letter issued by the Health Department
- Current School Physical (dated within 2 years)
- Emergency Contact Authorization Form
- Illness Policy, Procedure, and Waiver Form
- School Photo Release Form
- Permission to treat a Minor Child & Non-Prescription Medication Authorization Form
- Records Release Form
- Handbook Acknowledgement Form

*Copies of these forms can be printed from our website or picked up in the school office. The forms listed below are optional based on the needs of your student(s) and family.*

### PLEASE COMPLETE THE FOLLOWING FORMS IF NECESSARY OR APPLICABLE:

- Allergy Medical Management Plan (for *major* allergies requiring special treatment INCLUDING an EpiPen®. If a student has an EpiPen® prescription, one **MUST** be left on campus.)
- Prescription Medication Administration at School Form
- Student Driver Form