

# ADMISSIONS PROCESS



**This process is for all new student applicants.**

## ➤ CONSULTATION and TOUR

- If you haven't already, please contact the admissions department to schedule a consultation and campus tour. If you are a current VCS family enrolling a new sibling, this step is optional.

## ➤ APPLICATION

- Complete the following application and submit it to the admissions department or elementary office.
  - The \$200 new student application fee must accompany this application in order to move forward with the application process.

## ➤ ATTACHMENTS

- Submit the following documents (if applicable).
  - Copy of any/all educational plans (IEP, 504, Title1)
  - A copy of your child's last report card or progress report.
  - Copy of immunization records.
    - Not required if your child's immunizations records are on file at their previous school.
    - If you do not immunize, we will need a notarized copy of the Religious Exemption form found on our website.
  - Student Essay – explained in our One Voice Model document found on our website.
  - Pastor Recommendation letter – explained in our One Voice Model document.  
If you are a current VCS family enrolling a sibling, this document is not required.

## ➤ TESTING

- Once we have received everything listed above, we will contact you to schedule academic testing.
  - Every student in grades Kindergarten - 12<sup>th</sup> grade is given a comprehensive academic assessment.
  - Testing lasts approximately 45-60 minutes.

## ➤ PRINCIPAL and HEAD OF SCHOOL INTERVIEWS

- Upon completion of the above steps, we will contact you to schedule your final interviews.
  - Both parents as well as all student applicants should plan to be in attendance.
  - Allow 1 hour for both of these back-to-back interviews (30 mins. each).
  - Expect the following during these family interviews:
    - A review of your child's academic testing results.
    - A review of any educational plans your child may have.
    - A one-on-one opportunity to ask questions you may have.
    - A final decision regarding your child's application.

If you are a current VCS family enrolling a sibling, meeting with the head of school again is not required.

**Please contact the admissions department with any questions.**

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