

# ADMISSIONS PROCESS



Our admissions process is selective. Students are evaluated on the basis of their personal interview, Christian testimony, pastoral references, transcripts and test scores. We also believe in the careful assessment of your child's needs and your expectations, so we can best partner with you in the education of your child.

Our process typically takes up to two weeks to complete. The steps are as follows:

1. **ADMISSIONS CONSULTATION.** During this initial consultation you will have the opportunity to meet with admissions, tour our campus, learn more about our school and ask any questions you may have.
2. **APPLICATION FOR ADMISSION.** The next step is to complete the Family Application, Student Application(s) and to submit the application fee(s). Once you have submitted your forms and fee(s), we move on to the next step.
3. **SUBMISSION OF APPLICATION DOCUMENTS.** We require the following documents prior to the next step of our admissions process; student records from previous schools, immunization records, any and all academic testing previously administered, medical documentation for any and all medical conditions (disabilities, chronic ailments, severe allergies, OT, PT, etc.), copies of any and all educational plans (IEP, 504, Title 1, disciplinary, etc.), \*parent essays, student essays, pastor recommendation form.
4. **ACADEMIC TESTING.** All of our students 1-12 are tested in-house prior to admittance. Our admissions department will contact you to schedule a testing time that works best for you. Children entering Kindergarten will be given a readiness test during the principal interview (step 5).
5. **PRINCIPAL INTERVIEW.** Once we have received all of your application documentation, the next step is to meet with one of our school principals for a family interview. The admissions department will contact you to schedule this 1 hour long interview. Parents and students are required to attend.
6. **HEAD OF SCHOOL INTERVIEW.** Upon the recommendation of our admissions director and school principal, your final interview will be scheduled with our head of school. This is a family interview and takes approx. 30 minutes. Parents and students are required to attend.
7. **ACCEPTANCE.** Once you have completed steps 1-6, you will be notified within 1 week of your final interview concerning the status of your acceptance at Valley Christian School.
8. **WRAP UP.** We want you to feel right at home as you begin your educational experience with VCS. Reviewing our school calendar, what to expect on the first day, opportunities to be involved, etc. will help you acclimate to our school and help us better serve you. This is a 15 minute sit down required by at least one parent. Students are welcome to attend but it is not required. This wrap-up serves as your parent orientation.

\*The Parent Essays, Student Essays and the Pastor Recommendation Form are explained in detail in the "One Voice Model" document located in your admissions folder.