

ADMISSIONS PROCESS



There are **SIX EASY STEPS** to admissions at Valley Christian School.

1. **CONSULTATION.** Meet with the Admissions Director and tour our school.
2. **SUBMIT APPLICATIONS.** Submission of the Family Application and Student Registration form(s) and the applicable fees. This gets the ball rolling and secures your child's spot on their class list.
3. **SUBMIT REQUIRED DOCUMENTS.** Submission of supporting documentation. This includes: Academic records, immunization records, short parent and student essays (see One Voice Model sheet in your admissions packet). Additionally, because we desire to partner with families and churches in the biblical education of our students, we require each family provide us with a letter of recommendation from their pastor prior to admittance.
4. **ACADEMIC TESTING.** All applicants in grades 3rd – 12th are academically assessed prior to admittance. Students in preschool – kindergarten are given a readiness assessment.
5. **FINAL INTERVIEWS.** Once steps 1-5 are completed, the next step is to meet with one of our school principals and our head of school for a family interview. Acceptance is determined at that time.
6. **PAYMENT PLAN.** Your final step is to set-up your payment plan. This is explained on the tuition & fees schedule found in your admission packet or on our website. This must be done prior to the first day of school.

What you will need:

1. **CONTACT INFORMATION.** See the bottom of this sheet.
2. **FORMS.** The Family Application and the Student Registration form can be found in your admissions folder, on our website or in one of our school offices. These need to be submitted with applicable fees which can be paid by cash, check or credit card.
3. **ADDITIONAL DOCUMENTS.** Academic records (if you have them – otherwise we will get them from their previous school), immunization records, parent and student essays and completed pastor recommendation form (explained on the One Voice Model sheet in your folder).
4. **INTERNET ACCESS:** To set-up your payment plan, you will need to go online. This needs to be done before your child(ren) can attend school. Questions regarding payment plans and tuition can be directed to our business office. Our business manager can be reached at 406-549-0482 ext. 205.

See the back of this page for your handy parent check-list.

CONTACT INFORMATION

Sherry Cabrera, Admissions and Marketing Director

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www.valleychristian.org

VCS Admissions Process

PARENT CHECK-LIST

- Schedule a consultation & tour with admissions.
- Complete the Family Application (1 per family). Enclose \$50 with form. Drop the form and fee off at either the school office or admissions office.
- Complete the Student Registration form (1 per student). Enclose \$100 with each form. Drop these forms and fees off at either the school office or admissions office.
- Request immunization records from your pediatrician and have them either email or fax them to the school. You may bring in copies to the school office or the admissions office if you have them.
- Write parents essay, have your children write their essays (if they can) and email or send it to the admissions office.
- Have your pastor complete the Pastor Recommendation form and email it to the admissions office. You can also drop the completed form off at the school office or the admissions office.

NOTE: The next steps cannot be done until all of the above steps have been completed.

- Contact the admissions office to schedule academic testing (3rd – 12th grade) and your final interviews.
- Meet with a principal and the head of school. Bring a list of any questions you may have regarding classes, schedules, curriculum, our school handbooks or anything specific you would like to discuss.
- Set-up your payment plan with FACTS immediately after acceptance.