



Admissions Procedures Checklist

Step I

- ❖ Visit the SCA website (www.savannahchristianacademy.org) and view the Parent-Student Handbook. Read through the handbook, paying special attention to the following:
 - Student Code of Ethics
 - Statement of Faith
 - Enrollment Requirements
 - Policies and Procedures
- ❖ Call to schedule a school tour and classroom observation/visit

Step II

- ❖ Pick up an Application for Admission form
- ❖ For each prospective student, return:
 - Completed Application for Admission
 - Copy of standardized achievement test results from current school year (additional testing will be performed for each incoming student)
 - Copy of student's latest report card
 - Copy of past standardized test scores

Step III

- ❖ Upon receipt of the above information, Savannah Christian Academy will call to schedule a family meeting with the parents and the prospective student. The Family Meeting is an opportunity to meet and screen your child(ren), answer your questions, and review school policies. It gives *us and you* the opportunity to assess if SCA is the best fit for your child(ren) and family.
- ❖ Student testing will take place at this time to ensure each student's transition from his/her former school to SCA goes smoothly

Step IV

- ❖ Complete Application Process by submitting the following:
 - Copy of child's birth certificate
 - Original shot/health record
 - Copy of insurance card
- ❖ Sign and return Covenant for Success, Student Code of Ethics, Classroom Covenant & Discipline Policy, and the Acceptable Use Policy for Technology
- ❖ Submit student registration fee of \$75.00
- ❖ Sign and submit SCA's Financial Agreement

