



Student Application Checklist

FOR PARENT USE ONLY – DO NOT RETURN – FOR YOUR REFERENCE ONLY

We are excited about your interest in Maryville Christian School. The following checklist will assist you in completing the application process for the 2011-2012 school year. If you have questions, please contact the school office at 618-667-8221, ext. 130.

Step One - Application

- Have you reviewed and completed the “Student Application for Admission”?
- Have you enclosed the non-refundable application processing / registration fee of \$150.00?
- Have both parents/guardians reviewed and signed the “Statement of Doctrinal Beliefs”?
- Have both parents/guardians reviewed and signed the “Parent/Guardian Statement of Support”?
- Have you included a copy of your child’s most recent report card? (if applicable)
- Have you included a copy of your child’s birth certificate?

Step Two – Family Conference / Student Evaluation

The purpose of the family conference is to explain the mission and expectations of the school and to allow parents the opportunity to share their expectations of Maryville Christian School.

Families will be contacted by the school administration to schedule appointments.

- We/I have been contacted by the school. Our/my “Family Conference” is scheduled for: _____

All prospective kindergarten students will be evaluated for admission.

All prospective students are subject to an evaluation.

During the family conference, you will be asked to complete and sign a “Transcript Release Form”, if applicable, so that we may obtain your child(ren)’s school records from their previous school.

- Have you completed and signed a “Transcript Release Form”? (if applicable)

Step Three - Admission

A complete review of the application and prayer regarding each family will be used to determine acceptance to Maryville Christian School.

A letter detailing your admissions status will be mailed to you within two to four weeks of your interview.

Upon acceptance, you will receive an “Enrollment Packet” which details “Step Four”. An enrollment checklist will also be included for your use. You will have until June 1st to complete the packet.

- We/I have received a letter detailing our/my child(ren)’s admissions status.



Student Name: _____

Parents/Guardians Name: _____

2011-2012 Student Application for Admission Packet

Thank you for your interest in Maryville Christian School! Please review the enclosed information and prayerfully consider enrolling your child(ren) in MCS.

Completing this "Student Application for Admission Packet" is the first step in the process of enrollment. Once completed, submit the form, along with a \$150.00 registration fee, to the school office for consideration. If you have questions, please contact the school office at 618-667-8221, ext. 130.

The following is enclosed in this packet.

- Student Application Checklist (for applicant use and reference)
- Student Application for Admission
- Parent/Guardian Statement of Doctrinal Beliefs
- Reference Passages for Statement of Doctrinal Beliefs
- Parent/Guardian Statement of Support

FOR OFFICE USE ONLY

Step One

- | | |
|--|---|
| <input type="checkbox"/> Application completed & submitted / (date) _____ | <input type="checkbox"/> Both parents/guardians signed the "Statement of Doctrinal Beliefs" |
| <input type="checkbox"/> \$150.00 fee submitted | <input type="checkbox"/> Both parents/guardians signed the "Parent/Guardian Statement of Support" |
| <input type="checkbox"/> cash | <input type="checkbox"/> Copy of most recent report card submitted (if applicable) |
| <input type="checkbox"/> check # _____ date _____ | <input type="checkbox"/> Copy of your birth certificate submitted |
| <input type="checkbox"/> credit card (type) ___ Visa ___ MasterCard ___ Discover / Card #: _____ | Exp. Date: _____ |
- Security code from back of card (3 digits) _____ Zip Code: _____ Name on Card: _____

Step Two

- Family Conference scheduled / (date): _____ (time): _____
- Evaluation Required / (Kindergarten 1st – 8th grade _____) / (date scheduled): _____ (time): _____
(circle one)
- Transcript Release Form Required / signed / faxed to school – date: _____

Step Three

- Review and prayerful consideration of applicant and family
- Accepted Rejected
- Status letter sent (date): _____
- Enrollment Packet included