



Equipping Leaders for the Next Generation

Since 1975

New Student Application Packet (for all campuses and siblings of current families)

2016/2017 School Year

A-Rated, Four-Star School
by Indiana Department of Education

Fully accredited by the State of Indiana, AdvancED,
and the Association of Christian Schools International

www.EvansvilleChristian.org

Enrollment Criteria

- ECS offers enrollment to all students based on our ability to meet the student's needs and the fit between the family and our school. Factors to be considered include: 1) review of the application, 2) interview with principal, 3) review of prior school records (report cards, conduct/ behavior history, attendance, etc.), 4) review of achievement test scores, and 5) positive indication on part of parents that they support ECS' mission, expectations, and policies. Additional criteria by grade:
 - ◆ Kindergarten: Must be age 5 by August 1 (PK must be age 4 by August 1).
 - ◆ Grades 1-8: Average to above average grades, academic record, and references.
 - ◆ Grades 6-8: Positive indication on the part of the student that he/she wishes to be part of the ECS student body and will support ECS policies.
- Enrollments are accepted on a rolling basis where grade level space permits. A New Student Application will not be considered by the Admissions Committee until a complete packet has been received and the interview has been completed. **See last page for a checklist of required items.**
- ECS reserves the right not to accept any student with a history of excessive absences or tardies, as well as those suspended or expelled from another school; involved with drugs, alcohol, or illegal activities; with a history of inappropriate or disruptive behavior; or who exhibits conduct that interferes with the school's mission or educational function.
- See our Student Handbook for more information on admissions standards and students with special needs. The Student Handbook can be viewed at www.EvansvilleChristian.org or at ECS school offices.
- It is essential for parents and students to provide full and honest disclosure of the student's academic needs, conduct/behavior history, attendance, and other past educational history. Failure to do so may result in the immediate withdrawal of the student.
- ECS does not discriminate on the basis of race, religion, color, or national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletics, or other school-administered programs.

Enrollment Dates

Contact the school office (812-477-7777) for more detailed information and upcoming opportunities to attend special events to meet your needs. Some key dates are as follows:

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| Jan. 11, 2016 | Re-Registration begins for <u>current families</u> , including new siblings.
Pre-Enrollment begins for <u>new families</u> (all grades; all campuses). |
| Feb. 9, 2016 | Annual Open House – all campuses.
Enrollment opens to the public; Pre-Enrollments from <u>new families</u> are confirmed.
(Note – <u>New</u> Indiana School Choice voucher recipients may be subject to lottery process/date). |

If you have any questions regarding the enrollment process, please contact:
Admissions Director at (812) 477-7777 or email: admissions@evansvillechristian.org

Routine Standard of Practice for Applicants

Step 1: Visit the School

While we are happy to mail or provide an Inquiry Folder, the best way to experience the ECS difference is to visit our school. Parents and students are encouraged to tour the school, observe classes, talk to teachers/staff, and ask questions. We also would be happy to provide you with names of current parents to contact. Call for information about our Open Houses and other opportunities to learn more about our school. Tours may be scheduled at your convenience. Be sure to visit our website (www.EvansvilleChristian.org) for information as well as links to our Blog, Youtube Channel (with video highlights), Twitter, and Facebook page.

Step 2: Submit Application Materials

All application materials must be submitted **as a complete package** to the office, in person (not accepted by mail except in unusual circumstances and with approval). For incoming 1st-8th grade students, parents must provide authorization for ECS to request records from the student's previous school (records are sent school to school). See the last page for a checklist of the items to be submitted. Upon submission of materials and payment of the New Family Application Fee, a tentative spot will be reserved for the student, pending final approval by the Admissions Committee and payment of the appropriate fees.

Step 3: Interview with Principal

After receipt of a complete packet, including records from the previous school, the office will schedule a 20-30 minute interview (may be longer for older students/students with special circumstances) with the principal for all families new to ECS (including those gone for more than one school year); all new 1st-8th grade students, and all PK/K students with special circumstances. The principal may also contact the student's former school. An interview is NOT required for incoming PK & K siblings of current families unless requested by the parents or ECS.

Step 4: Review by Admissions Committee

Following the interview, the Admissions Committee will make an enrollment decision within one week. For Pre-Enrollments completed before February 9, the family will receive written notice that we: 1) have approved the enrollment contingent on available space following the priority opportunity for current families on February 8, 2) have approved the enrollment subject to lottery requirements for NEW voucher recipients, or 3) are not able to accept the enrollment. All parents will be notified of the Committee's decision.

Step 5: Pay Registration and Commitment Fees

Once enrollment has been confirmed, the family will have one week to pay the Registration and Commitment Fee (see Tuition and Fee Schedule) thus officially enrolling your child(ren) and securing placement at ECS. Additional fees (Book/Supply/Technology, class trip, etc.) may be required if enrollment is completed after May 31st.

Step 6: Submit Optional Forms

School Choice & Tuition Assistance (deadlines apply) – ECS is a participant in the Indiana School Choice programs including vouchers and special opportunities for kindergarten students. In addition, ECS administers a tuition assistance program primarily for families who do not qualify for the State programs. These programs work together to provide families with a choice of the best school to meet their needs and support their values. We encourage all families with potential financial needs to inquire about the programs. Contact the school office for information.

Bus Transportation Form (due by June 1st) – A Bus Transportation Form must be submitted to the school office by June 1st to be considered for service (only between campuses). Space is available on a first-come, first-served basis with priority given to families with students at multiple campuses.

Step 7: Submit Physical Forms – New Students and Students Entering Kindergarten or 6th Grade A Physical Form, including immunization record, is required by the Indiana Dept. of Health for each new enrollee, each K student, and each 6th grader. Completed forms are due **before** the 1st day of school. The form is available in the office and on-line.

Enrollment Checklist

Application

Each of the following must be completed/submitted before a Principal interview will be scheduled:

- New Student Application & Financial Commitment Form (one per student)
- Birth Certificate (copy of certificate from county health department)
- Family Expectations and Engagement Form (for all families who will be new to ECS)
(be prepared to discuss this information at the Principal interview)
- IDOE Home Language Survey Form (required for all new students)
- Payment of non-refundable, Application Fee (see Tuition & Fee Schedule)
- Records for last two school years, including report card, conduct & attendance records, and achievement test results (for incoming 1st-8th grade students) **ECS will request records from the previous school once you complete a "Record Request Form".**
- Student Commitment Form (for all 6th - 8th grade students only)
- If applicable, copies of IEPs, 504 plans, Allergy Plans, Asthma Action Plans, and custodial documents

Upon submission of a complete application packet, including receipt of records from the previous school, a tentative spot will be held pending availability of space or placement on waiting list.

Interview

- Interview with Principal will be scheduled by the school office.

A 20-30 minute interview is required for all families who will be new to ECS, all new 1st-8th grade students, and all PK/K students with special circumstances. Following the interview, within one week, you will be notified of the Admissions Committee's decision.

Enrollment Completion

Following acceptance, within one week, you must pay the Commitment and Registration Fees to officially enroll your child and secure placement at ECS.

- Payment of non-refundable Registration and Commitment Fee (see Tuition & Fee Schedule). Additional fees (Book/Supply/Technology, class trip, etc.) may be required if enrollment is completed after May 31st.
- Completion of appropriate forms to finalize your payment plan and affordability, including School Choice Voucher application, SGO Grant Application, and/or ECS Tuition Assistance Application. **Specific deadlines apply.** Be sure to discuss your options with the Director of Admissions or Business Manager as part of the application and enrollment process.
- Submit Physical Form, including immunization record, before the 1st day of school for all new students, students entering kindergarten, and students entering 6th grade as required by Indiana Department of Health.