

# NEW STUDENT ENROLLMENT PROCEDURES

Thank you for your interest in applying for admission to Plymouth Christian Academy. The admissions process seeks to identify for acceptance those students who desire a Christian education and are capable of undertaking and fulfilling the Academy's rigorous scholastic requirements. Although the testing program is an integral part of the admissions process, evidence of personal motivation, past scholastic performance, and the admissions interview are other considerations for acceptance.

***Plymouth Christian Academy, in partnership with parents, educates students from a biblical-worldview, and equips them for a lifetime of learning, leadership, and service.***

## **STEP 1: COMPLETE ONLINE APPLICATION**

1. Complete the **ONLINE APPLICATION** (link available on our website at [www.plymouthchristian.org](http://www.plymouthchristian.org)) and submit the **\$100 per student Application Fee** (maximum of \$300/family). It is important that your application be received in a timely manner regardless of desired admission date, as classes may have waiting lists. If you have any questions, please contact Leanne Windle at 734-459-3505, ext. 3190, or [Leanne.windle@plymouthchristian.org](mailto:Leanne.windle@plymouthchristian.org).

## **STEP 2: SUBMIT REQUIRED APPLICATION FORMS**

1. Most recent Report Card and/or Transcript.  
Entering grades 7-12: Transcript of grades and/or copies of the last three annual report cards. A copy of the transcript is available upon request from your student's present school.  
Entering grades 1-6: Copy of latest Report Card.
2. Previous testing: copies of reports for reading, learning, and/or attention difficulties, if applicable.
3. Student Questionnaire for each student applying for grades 7-12 (download and submit to office).
4. Recommendation Forms from the following persons\*\* must be on file (download forms from enrollment site or school web site and forward to appropriate person). These individuals must FAX or mail the completed Recommendations directly to PCA. Parents are responsible to follow up on the Recommendations to make sure PCA receives them in a timely manner.
  - a. **Incoming 7<sup>th</sup>-12<sup>th</sup> grade:**
    - i. Teacher/Counselor/Principal Recommendation
    - ii. Youth Pastor/Sunday School Teacher Recommendation
  - b. **Incoming 1<sup>st</sup>-6<sup>th</sup> grade:** Elementary Teacher Recommendation
5. Health Immunization Record for the student as required by state law. (According to Michigan law, no student may attend classes until the Immunization Record is on file with the school.)
6. Copy of Birth Certificate

### **Mail or deliver all completed forms and records to:**

Plymouth Christian Academy  
Attn: Admissions Office  
43065 Joy Road  
Canton, MI 48187

### **STEP 3: ADMISSION REQUIREMENTS – STUDENT PROFILE**

All admission decisions are within the sole discretion of Plymouth Christian Academy. Plymouth Christian Academy will generally consider the following non-exclusive qualities.

- **Christian:** Views the Bible as God's word and authority for all living. Trusts in Christ for salvation. Responds spiritually, is active in a local church and demonstrates a desire to be a disciple of Christ.
- **Academic:** Exhibits satisfactory scholastic preparation through previous school performance and scores on Admission Test.
- **Self-Disciplined:** Completes work regularly, displays responsibility.
- **Obedient:** Respects authority, responds to discipline.
- **Cooperative:** Desires to attend Plymouth Christian Academy and be involved in school activities.
- **Respectful:** Values others, authority and school property.

### **STEP 4: ENTRANCE EXAMINATION - GRADES K-12**

1. Upon receipt and satisfactory review of the application and all necessary forms, a test date and time will be scheduled. Testing for first through twelfth grades evaluates reading and math using the NWEA survey test. Testing is approximately one hour.
2. Students applying for Kindergarten will be evaluated for developmental readiness using the Gesell Developmental Inventory. Testing takes approximately a half hour.
3. Applications are processed in the order they are received, with priority given as follows:
  - 1<sup>st</sup> -- Children of families with students currently enrolled
  - 2<sup>nd</sup> -- Children or siblings of PCA Graduates
  - 3<sup>rd</sup> -- Calvary Baptist Church Members
  - 4<sup>th</sup> -- All Others
4. Once testing is completed and reviewed, parents will be contacted.

### **STEP 5: INTERVIEW**

An Administrator and both parents (if possible), and the student(s) will discuss the test results, school expectations, and parent/student(s) interests in Plymouth Christian Academy.

### **STEP 6: NOTIFICATION/ACCEPTANCE**

1. After review by the Admissions Committee, families will be notified regarding the students' acceptance.
2. Meet with the Tuition Office (ext. 3156) to obtain pre-payment or FACTS payment information.
3. Establish your payment plan online with FACTS Management.

**NOTE:** *If enrollment is during the summer months, tuition must be current prior to beginning classes.*

### **UPON ACCEPTANCE:**

1. Complete a Release of Records for the previous school.
2. Parents and student(s) will be notified of class placement or schedule prior to the first day of school.
3. \*\*All students are accepted on a probationary status for the first semester.
4. \*\*If parents are divorced, a copy of the court document showing legal custody arrangements is required for the student's file.

**NOTE:** *Enrollment is not complete until all records and financial obligations are received.*

### **VOLUNTEER POLICY:**

Anyone wishing to volunteer in any capacity (PK-12) with Plymouth Christian Academy students must complete a Volunteer Packet and be approved for Volunteer Status before any service can be rendered by the applicant (Packets available in elementary and secondary office).