

# NEW STUDENT ENROLLMENT CHECKLIST



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.

All admission decisions are within the sole discretion of Plymouth Christian Academy. Plymouth Christian Academy puts high value on the following characteristics:

**Identification as a Christian:** Views the Bible as God's word and authority for all living. Responds spiritually, is active in a local church and demonstrates a desire to be a disciple of Christ.

**Academically motivated:** 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, leadership, fellow students, and school property



## COMPLETE & SUBMIT REQUIRED APPLICATION AND DOCUMENTS

- A. **Complete the ONLINE APPLICATION**, available on our website, [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 email at [Leanne.windle@plymouthchristian.org](mailto:Leanne.windle@plymouthchristian.org).
- B. **Submit the following items:**
  1. **Transcript or most recent report card:**
    - ✓ Entering grades 10-12: Transcript, which is available upon request from your student's present school
    - ✓ Entering grades 7-9: Copy of the last three annual report cards
    - ✓ Entering grades 1-6: Copy of latest report card
  2. **Specialized/Accommodation Testing:** IEP (Individualized Service Plan), Nonpublic Service Plan, or 504 Plan
  3. **Student Questionnaire** for each student applying for grades 7-12.
  4. **Recommendation Forms:**
    - a. Download from website: <http://www.plymouthchristian.org/admissions/forms-documents-lists/>, print and deliver to the contacts in Step C

- b. Recommendations must be mailed, sent via fax, or scanned and emailed directly from the recipient to PCA.
- c. Parents are entrusted with the follow up on the Recommendation Forms to ensure PCA's receipt in a timely manner.
- d. The following are the required recommendation forms:

**Incoming 7th– 12th grade:**

1. School Official Recommendation (Teacher, Counselor, Principal)
2. Youth Pastor or Sunday School Teacher Recommendation
3. Elementary Teacher Recommendation – if applicable for incoming 7th grade only

**Incoming 1st– 6th 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 or Waiver is on file with the school.)

6. **Copy of Birth Certificate**

**C. Electronically deliver or mail all completed forms and records to:**

Plymouth Christian Academy - 43065 Joy Road - Canton, MI 48187

Please address to the attention of the appropriate division:

**Kindergarten – Grade 8:** Elementary Office ([melissa.warmbier@plymouthchristian.org](mailto:melissa.warmbier@plymouthchristian.org))

**Grades 9-12:** Admissions Office ([leanne.windle@plymouthchristian.org](mailto:leanne.windle@plymouthchristian.org))

2

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

Upon receipt and satisfactory review of the application and all necessary documents, a test date and time will be scheduled. Testing for first through twelfth grades evaluates reading and math using the NWEA Measure of Academic Progress (MAP). Test times range from 1 to 1.5 hours. If a student has taken the NWEA MAP assessment within the past year, they may be exempt if the score report is provided and accepted by PCA.

Test scores of 40th percentile ranking or higher are expected for admittance or a RIT score consistent with the class they will be entering. However, students accepted in the 40th percentile may be required to complete additional tutoring.

Students applying for kindergarten will be evaluated for developmental readiness using the Gesell Developmental Inventory. Testing takes approximately 30 minutes.

Applications are processed in the order they are received, with priority given as follows:

**1st** -- Children of families with students currently enrolled   **2nd** -- Children or siblings of PCA graduates  
**3rd** -- Calvary Baptist Church members   **4th** -- All others

Once testing is completed and reviewed, parents will be contacted with how to proceed.

3

## **INTERVIEW**

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

4

## **NOTIFICATION/ACCEPTANCE**

After evaluation of the Interview, families will be notified of the outcome regarding their student's acceptance.

5

## **FOLLOWING ACCEPTANCE**

- Meet with the Tuition Office (ext. 3156) to obtain pre-payment or FACTS payment information.
- Establish your payment plan online with FACTS Management. NOTE: If enrollment is during the summer months, tuition must be current prior to beginning classes.
- Complete a Release of Records for the previous school.
- Parents and students will be notified of class placement (elementary) or schedule (grades 7-12) prior to the first day of school.
- A copy of the court document with legal custody arrangements is required for the student's file, if applicable.

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

Plymouth Christian Academy admits qualified students as required by law, without regard to race, color, gender, national or ethnic origin, to all the rights, privileges, programs, and activities generally made available to students at the school. Plymouth Christian Academy does not discriminate contrary to law on the basis of race, color, gender, national or ethnic origin, in administration of its educational policies, admission policies, athletic, scholarship, and other school administered programs.