

Dear Parents,

We are grateful that you have considered Trinity Christian School for the education of your child. A child's education is a vital aspect of his growth and maturity, and the decision of where to educate him is one that should not be taken lightly.

In order to make the application process run as smoothly as possible, we have established the following guidelines. Please read them over and follow them carefully to avoid any unnecessary delays during the admissions process.

Once again, thank you for considering Trinity Christian School.

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## Admissions Procedures

- 1.) Submit application to the school office with the appropriate registration and application fees; also include a copy of the student's most recent report card and ITBS or standardized test scores (these scores are not applicable for students applying to kindergarten).
- 2.) If the student is applying for admission to grade 6 or above, a Teacher Recommendation Form must be submitted to one of the student's current teachers and mailed, **by that teacher**, to Trinity Christian School. The application cannot be processed without this form;
- 3.) Upon receipt of the application (and Teacher Recommendation form, if applicable), the headmaster will arrange a time for the applying student to be given an entrance examination,\* and also for an interview with the student's parents. **The parents are to bring the following items with them to the interview:**
  - a.) A copy of the student's birth certificate;
  - b.) A copy of the student's social security card;
  - c.) A copy of the student's immunization records;
  - d.) Any other pertinent test scores, reports or evaluations of the student which would be helpful in making an admissions decision;
- 4.) Upon completion of the above, a decision regarding enrollment and/or grade placement will be reached;
- 5.) Parents will be notified by mail.
- 6.) In grades where multiple sections exist, the administration of Trinity Christian School, in conjunction with current grade level and previous grade level teachers, will make the final determination of class assignments for students. Factors that will be considered include: class size; student-student, teacher-student and teacher-parent relationships; and student learning styles. Elementary classes will not be divided by ability levels. While it is the desire of TCS that class assignments be stable, under certain circumstances it may become necessary to move a student from one section to another during the course of the school year.

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\*The entrance test used by Trinity Christian School in grades 1 and up is the WRAT (Wide Range Achievement Test). The WRAT is used to test the student's basic skills, i.e., reading, spelling, and math. Performance on this test, in conjunction with the student's report card, standardized test scores, and teacher recommendation will be used to determine admission to TCS and grade placement.

