



## Understanding of Application

Please read details below and confirm your understanding by signing and dating where indicated.

- Parents and students are required to meet with a principal or head administrator prior to acceptance.
- Covenant Christian School does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies and programs including admission.
- Withdrawals must be made through the registrar's office using the official student withdrawal form. Students will be considered enrolled and charged tuition until this process is complete. If withdrawal occurs before the end of the month, tuition must be paid for the current month. **Regardless of the circumstances, a withdrawal fee of \$500 will be assessed if a student withdraws after June 1, 2011.**

My (Our) signature(s) below indicates that I (we) have read, understand, and agree with all of the above regarding enrollment at Covenant Christian School.

I (We), the undersigned, hereby attest that the information submitted and contained within this application is true and accurate.

I (We) also understand that any falsification or conscious omission of information is cause for disapproval of application and/or immediate dismissal from Covenant Christian School.

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Father/Male Guardian Signature                      Date              Mother/Female Guardian Signature                      Date

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High School Student Signature                      Date

*Thank you for your interest in Covenant Christian School.  
We will process your application as quickly as possible and  
notify you of the decision regarding your child's enrollment.*

## Financial Agreement

### In making this application, I understand and agree that:

1. In order to be processed, this registration packet and my tuition payment plan (as indicated below) must be accompanied by the application fee.
2. My tuition payments must be current at the time of application, as outlined by my payment plan, and remain current through the end of the school year for class placement to be maintained. Any tuition account in arrears will jeopardize a student's re-enrollment status for the next school year.
3. All financial obligations must be paid in full by the end of the current school year in order to:
  - a) receive or transfer child's report card and records and, b) re-enroll at CCS for the next school year.
4. Failure to fulfill my financial obligation may result in:
  - a) late fee of \$30.00 if not paid by the due date established by F.A.C.T.S.;
  - b) redistribution of the balance due;
  - c) student unable to attend school;
  - d) withholding of records;
  - e) NSF (non-sufficient funds) fee of \$15.00 for any returned checks;
  - f) resolving the issue based upon Matthew 18 principles;
  - g) mandatory arbitration;
  - h) other legal remedies.
5. Withdrawals must be made through the registrar's office using the official student withdrawal form. Students will be considered enrolled and charged tuition until this process is complete. If withdrawal occurs before the end of the month, tuition must be paid for the current month. **Regardless of the circumstances, a withdrawal fee of \$500 will be assessed if the student withdraws after June 1, 2011.**
6. CCS needs my financial support above my normal tuition payments. As God provides, I will make tax-deductible donations.

### Tuition Payment Plan

Covenant Christian School provides two options for payment of tuition. Families can pay the full tuition by June 1 and receive a 5% discount, or they can pay payments using the FACTS Payment Program. For more information about the FACTS Program please see the FACTS information sheet.

- We will pay all tuition and fees no later than June 1, 2011.
- We will use the services of FACTS and have completed the online registration. We will provide a printed confirmation in the application packet.

**Signatures from both parents or legal guardians are required for application to be complete. Your signatures below indicate that you agree with both the Parent and the Financial Agreement.**

\_\_\_\_\_  
Father/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Legal Guardian

\_\_\_\_\_  
Date

Dear Parent,

Thank you for considering Covenant Christian School for your child. A decision to explore a Christ-centered education is one that can have a profound impact on your family's life. Not only will your children enjoy the benefits of excellent academics, but they will also do so in a spiritually nurturing environment.

At Covenant, your child's education is a partnership between parents, the school, and church. We are a family, and the instant you and your child walk through our doors, you are part of it.

As family, our commitment to giving your child a well-rounded, exemplary education is surpassed only by our passion to giving children the gift of a worldview from God's eyes. As family, shepherding your child in his or her spiritual walk is paramount. As family, we are unified by the enduring truth found in God's Word.

God's Word clearly instructs us to sow seeds of faith in our children, encouraging them to grow into well-informed followers of Christ while equipping them to go enter the world as confident servants of Christ.

It would be an honor and privilege to include your child in this process of sowing, growing, and going as we work together planting seeds of learning and faith to raise a harvest of godly young men and women today and for generations to come.

In Him,  
Gayle Martin  
Director of Admissions

## New Student Application for 2011-12

Please read the enclosed **Admission Policy and Procedures** carefully. It is imperative that all forms be completed in full before they are returned to the school office. Close attention to the checklist below will help ensure that your packet is complete. Failure to do so will delay processing of your application; however, completion of the enclosed forms does not imply that acceptance has been granted.

Thank you for your interest in Covenant Christian School. If you have any questions concerning the registration process, please call the school office.

### Registration Checklist for New Students

The following items should be completed by the parent:

- New Student Application Form
- F.A.C.T.S. Confirmation Form ([www.CovenantOnline.com/FACTS](http://www.CovenantOnline.com/FACTS)) or pay by June 1
- Volunteer Questionnaire

The following items are needed for each student:

- Application Fee - \$400 (*Non-refundable unless your application is denied*)
- Additional Sibling Application Form
- A current photo
- Current Immunization Record (*with complete dates and validated with doctor's signature or clinic stamp*)
- Copy of the Official Birth Certificate (*hospital certificates are not acceptable*)
- Medical Information / Permission Form
- Request for Student Records Form
- Policy of Acceptable Use of Computer and the Internet (4<sup>th</sup>–12<sup>th</sup> grade only, to be signed by both the student and the parent/guardian)

The following information can be sent by the previous school or turned in with the application and is needed for each student:

- Copies of Report Cards (*from previous three years and/or high school transcript*)
- Copy of Official Transcript (*high school students*)
- Copies of Achievement Test Scores (*from previous three years*)

The following items should be given to the appropriate party and faxed or mailed to the school and are needed for each student:

- Pastor Recommendation Form (*one per family*)
- Administrator/Counselor Recommendation Form (*grades 1-12*)
- Two Teacher Recommendation Forms (*grades 1-12*)

**Please note that your application will not be evaluated by an administrator until ALL of the above items are turned in.**

## Parent Agreement

Please carefully read each of the statements below and confirm your understanding by signing and dating where indicated. In signing this application, I (we) understand that:

- The submission of an application does not constitute enrollment. Before any applicant is considered enrolled, all fees, test results, school records, immunization records, copy of applicant's official birth certificate, plus any additional requirements stated by the administration must be received, reviewed, and approved according to the policies and procedures of Covenant Christian School. ***The application fee is non-refundable unless the child's application is denied.***
- CCS reserves the right to deny admission to any applicant whose academic history or personal character is judged to be inconsistent with the standards of the school. Initial admittance to CCS does ***not*** imply automatic re-enrollment. CCS reserves the right to refuse admission or re-enrollment to any prospective or returning student not meeting the standards of the school. ***New*** students are initially accepted on a nine-week trial basis.
- The school administration will have full responsibility for placing my child in the proper grade and classroom.
- Because many factors are involved in determining placement, parent requests will NOT be accepted.

Please check the following boxes indicating your agreement with each of the statements below.

- The school expects me to see that my child dresses appropriately before attending CCS each day, as outlined by the *Appearance Code* in the *Student/Parent Handbook*.
- My child will participate in field trips supervised by the teaching staff and/or parent chaperones to points of interest away from the school.
- CCS is financed totally by tuition, fees, donations, and fundraisers. It is necessary for every parent to assist by participating in the fundraisers each year. Our family agrees to support the fundraising efforts for CCS.
- Our family is expected to participate in the Family Work Service Program and is responsible for recording our service hours in the school office. We commit to give twenty-four hours of service to CCS during the school year.
- It is my responsibility to reinforce the Bible truths delineated in the *Statement of Faith* at home and through regular attendance at church.
- It is my responsibility to see that my child complies with the policies and procedures as set forth in the *Student/Parent Handbook*.
- I will regularly check Edline for updates.
- I have read the Statement of Faith, and I recognize that these truths will be taught to my child at school.

Please check "yes" or "no", indicating your agreement or disagreement with the statements below.

- Yes  No I give permission for my child's picture and/or comments to be used in promotional materials and general publicity.
- Yes  No I give permission for my child to be disciplined according to the procedures outlined in the *Student/Parent Handbook*, including use of corporal punishment, if necessary.

## Church / Spiritual Information

Name of Church Attending \_\_\_\_\_

Location: \_\_\_\_\_  
Street City State Zip

Name of Senior Pastor \_\_\_\_\_ Phone Number \_\_\_\_\_

How long has your family attended this church? \_\_\_\_\_ Do all members of your family attend?  Yes  No

How often does your family attend? \_\_\_\_\_

How are you, as parents, involved in church activities other than attending worship services? \_\_\_\_\_

Does your child attend Sunday school or another church youth organization?  Yes  No

Where? \_\_\_\_\_

### Father/Stepfather/Male Guardian:

Have you accepted Jesus Christ as your personal Savior and Lord?  Yes  No

Please give a brief statement of your Christian testimony:

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### Mother/Stepmother/Female Guardian:

Have you accepted Jesus Christ as your personal Savior and Lord?  Yes  No

Please give a brief statement of your Christian testimony:

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## Student Information

Student's Full Name: \_\_\_\_\_ PREFERRED NAME \_\_\_\_\_  
(Last, First, Middle)

Complete Address: \_\_\_\_\_  
Street City State Zip

Birth date: \_\_\_\_\_ Gender \_\_\_\_\_ Social Security Number \_\_\_\_\_ Race \_\_\_\_\_  
Month/Day/Year

### School Attended (Please list most recent first)

<u>Name of School</u>	<u>City</u>	<u>State</u>	<u>Phone</u>	<u>Fax</u>	<u>Grades Attended</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Is the student presently in good standing with the school he/she last attended?  Yes  No If no, please explain.

Has the student attended or applied to attend Covenant Christian School in the past?  Yes  No What year? \_\_\_\_\_

At what academic level is the child working?

Above grade level  At grade level  Below grade level

Has the student participated in advanced or modified classes? If so, please indicate below:

Gifted/Talented  Modified/Remedial/Tutorial  Honors  Advanced Placement  Special Education  Section 504

Has the student received special help for reading or learning difficulties?  Yes  No If yes, please explain

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Does the child need any special consideration regarding placement in classes?  Yes  No If yes, please comment.

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Has the student ever been diagnosed with ADD or ADHD?  Yes  No

Is the student presently taking any medication?  Yes  No If yes, what? \_\_\_\_\_

Has the student ever been retained, suspended, expelled, or refused admittance to another school?  Yes  No If yes, please explain.

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Are you presently having difficulty managing the child at home?  Yes  No If yes, please comment.

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What specific responsibilities does the student have at home? \_\_\_\_\_

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Do you place any restrictions on the student?  Yes  No If so, please give examples.

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**Does the child exhibit any of the following traits?**

Hyperactivity    Frequent Headaches    Aggression    Tantrums    Nervousness    Vulgar Speech

**Has the child ever used alcohol or illegal drugs?**  Yes  No If yes, explain. \_\_\_\_\_

**Please include your parental perspective on your child. Include your child's strengths and abilities, special interests, areas of concern and his/her relationship with God. We appreciate your assistance in helping us to know your child better.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Family Information**

Child lives with  Father    Mother    Stepfather    Stepmother    Other

(Please check all that apply)  Father is deceased    Mother is deceased    Parents are divorced/separated

If parents are divorced/separated, who has legal custody? \_\_\_\_\_

<u>Father/Legal Guardian Information:</u>	<u>Mother/Legal Guardian Information</u>
Name _____ <small>Mr./Dr./Pastor   First   Last   (Preferred Name)</small>	Name _____ <small>Mrs./Ms./Dr.   First   Last   (Preferred Name)</small>
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Church _____	Church _____
Employer _____	Employer _____
Occupation _____	Occupation _____
<u>Contact Information</u>	<u>Contact Information</u>
Home Phone _____	Home Phone _____
Cell Phone _____	Cell Phone _____
Work Phone _____	Work Phone _____
Email _____	Email _____

**Secondary Custodial Parent Information (Parent with Joint Custody):**

Name \_\_\_\_\_ Relationship with Student \_\_\_\_\_  
Mr./Mrs./Dr./Pastor   First   Last   (Preferred Name)

Address \_\_\_\_\_  
Street   City   State   Zip

Church \_\_\_\_\_ Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

**Can the Secondary Custodial Parent:**

Be an Emergency Contact?  Yes  No

Pick up the student from school?  Yes  No

Receive school mail outs?  Yes  No

Receive report cards?  Yes  No

**Because we emphasize parent volunteerism at school, we must require you to answer the following questions about each of the custodial parents/guardians listed above:**

Have you ever been convicted of a criminal offense (misdemeanor or felony, other than a parking violation) in a court of law? If so, provide the nature of the offense, date of conviction, and the location of the court:

\_\_\_\_\_  
 \_\_\_\_\_

Has any employer ever subjected you to disciplinary action, or suspended, terminated, or asked you to leave a job or voluntary position on the grounds that you engaged in child sexual abuse or neglect, or other unlawful sexual behavior, or on the grounds that violated an employer's sexual misconduct or harassment policy? If yes, please explain:

\_\_\_\_\_  
 \_\_\_\_\_

**Other children under 18 years of age living in the household:**

<u>Name</u>	<u>Age</u>	<u>School Attending</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**How did you become aware of Covenant Christian School?**

Parent of CCS Student    Pastor    Telephone book    Website    Newspaper    Alumnus  
 Billboard    Magazine    Driving past the school    Other \_\_\_\_\_

**Please explain why you want to enroll your child in Covenant Christian School:** \_\_\_\_\_

\_\_\_\_\_

**The two factors most influencing you to apply to CCS (Please check only two):**

Location    Advantages of a small school    Fine Arts Program    Academic reputation  
 Discipline    Sports    Christian teaching    Other \_\_\_\_\_

**Character References (for the parents of the student applicant)**

**Please list three people (*not related to you*) we may contact to obtain reference of your personal character.**

<u>Name</u>	<u>City</u>	<u>Phone (daytime)</u>	<u>Phone (evening)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____