

Dear Prospective Family:

I would like to thank you for your interest in Northside Christian Academy. Your interest in a Christian education for your child is commendable. Beyond academic excellence, Northside Christian Academy endeavors to touch the hearts of our students – challenging them to honor God with their lives. Please read the enclosed information and feel free to contact me if you have any questions. When you decide to register your child in our school, please follow the steps listed below:

Step I: Submit required admissions documents

- A completed Application
- A completed Tuition Payment Contract
- A \$300 non-refundable Application Fee
- Signed Family Covenant
- Completed Recommendation forms (Pastor and Teacher)
- Completed Reason for Choosing NCA form
- A copy of the student's Immunization record
- A copy of the student's Birth Certificate
- A copy of the student's latest Report Card
- A copy of the student's latest end of year Tests Scores (if applicable)
- A \$100 new student Testing Fee (non-refundable)

Step II: Admissions Testing

As part of the admissions process, Northside administers an Assessment Test to all new students. The assessment will be given in two parts. Part one is intended to measure the *achievement level* of your student, and part two is intended to measure the *achievement ability* of your student. You will be contacted to schedule the admissions testing for your student once we have received all the above documents.

Step III: Interview with Principal

When Assessment results are received you will be contacted to schedule a parent-child interview. At least one parent (preferably both) must be present at the interview. This interview will consist of: reviewing the Student Application and Assessment Results; acquainting each parent with our school policies; explaining to each parent/child the specifics of the respective grade-level curriculum; and discussing the academic and spiritual standards which must be met for acceptance. An acceptance decision will be communicated to the parents by phone, letter or conference.

Warm Regards,
Pamela Starkey
Director of Student Admissions
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