

Northshore Christian Academy

2012-2013 New Student Enrollment Procedures

A Ministry of Northshore Christian Church ~ www.northshorechristianschools.org
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1. Complete, sign and return all application forms to Denise Christian, Director of Admissions. NCA begins accepting applications from new families as soon as they become available in January. **Both parents or legal guardians must sign all forms.**
2. The \$100 Application Fee must be paid at the time the Application for Enrollment forms are submitted. The Application Fee is non-refundable under any circumstances.
3. All students entering NCA's Kindergarten program for the 2012-2013 school year must be five years old by August 31. A copy of the student's birth certificate and current immunizations must be submitted with their application. Official school records will be requested from the last school attended (where applicable).
4. **Kindergarten students who attended NCA's Early Learning Center for Pre-K are considered NEW to NCA's K through 8th grade program and all new student application and registration fees apply.** However, these students are not required to complete a family interview or new student assessment to register and are automatically placed on the class list after all registration documentation is completed.
5. A new student academic assessment and a family interview is required for new applicants (excluding students who attended NCA's Early Learning Center for Pre-K). **When the application file is complete,** the school office will contact the family who has applied in order to schedule the new student assessment and family interview. The assessments begin in February and new family interviews begin in March. It is not necessary for both parents to be present for the assessment. Both parents and student applicants must be present at the interview.
6. Student applicants may be required to take aptitude, achievement and/or diagnostic tests before admission to NCA. NCA Administration may contact student's previous teacher/administrator to inquire about academic performance and social behavior.
7. Families will be notified of acceptance within ten business days following the interview and assessment.
8. Following notification of acceptance, the new family has three business days to schedule an appointment with the Registrar in order to complete the registration process. All of the required fees as set forth in the Tuition and Fee Schedule and all of the registration process materials, including a current immunization certificate, must be received for a student to be considered enrolled.
9. Enrollment for each student is for one school year only and not continuous. Each student must register for re-enrollment for each school year. Enrollment is not continual, and reenrollment privileges are not guaranteed. Enrollment at NCA is a privilege not a right. Final acceptance of a student to NCA is at the Administrator's sole discretion.
10. A waiting pool is established for qualified students after all openings are filled. If a student is placed on the waiting pool, the application fee will be forwarded toward application of the following year.

STATEMENT OF NON-DISCRIMINATION: Northshore Christian Academy reserves the right to select students on the basis of academic performance and personal qualification. NCA **does not discriminate** on the basis of any color, race, national and ethnic origin in administration of its' educational policies, admission policies, and athletic programs.