

NEW STUDENT ENROLLMENT PROCEDURES

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.

*The purpose of PCA is to produce students **matured** in their love for God, **steeped** in His Word, **educated** about His world, **dedicated** to lives of service and learning, and **prepared** to fulfill their calling in His Kingdom.*

STEP ONE: COMPLETE & SUBMIT REQUIRED APPLICATION FORMS

1. **Complete the ONLINE APPLICATION** (link available on our website at 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 Leanne.windle@plymouthchristian.org.

2. **Submit the following items:**
 - a. Most recent Report Card and/or Transcript. *Entering grades 7-12:* Transcript of grades and/or copies of the last three annual report cards. A copy of the transcript is available upon request from your student's present school. *Entering grades 1-6:* Copy of latest Report Card.
 - b. Previous testing: copies of reports for reading, learning, and/or attention difficulties, if applicable.
 - c. Student Questionnaire for each student applying for grades 7-12 (download and submit to office).
 - d. Recommendation Forms from the following persons** must be on file (download forms from enrollment site or school web site and forward to appropriate person**):
 - Incoming 8th – 12th grade:**
 - Counselor or Administrator
 - English Teacher
 - Math Teacher
 - Youth Pastor or Sunday School Teacher
 - Incoming 7th grade:**
 - Elementary Teacher
 - Youth Pastor/Sunday School Teacher
 - Incoming 1st – 6th grade:** Elementary Teacher Recommendation

**These individuals must FAX or mail the completed Recommendations directly to PCA.
NOTE: Parents are responsible to follow up on the Recommendations to make sure PCA receives them in a timely manner.

 - e. Health Immunization Record for the student as required by state law. (According to Michigan law, no student may attend classes until the Immunization Record is on file with the school.)
 - f. Copy of Birth Certificate

3. **Mail or deliver all completed forms and records to:**

Plymouth Christian Academy
43065 Joy Road
Canton, MI 48187
Please address envelope to the attention of the appropriate division:
Kindergarten – Grade 6..... Elementary Office
Grades 7-12..... Secondary Office

STEP TWO: ADMISSION REQUIREMENTS – STUDENT PROFILE

All admission and re-enrollment decisions are within the sole discretion of Plymouth Christian Academy. Plymouth Christian Academy will generally consider the following non-exclusive qualities.

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

STEP THREE: ENTRANCE EXAMINATION - GRADES K-12

1. Upon receipt and satisfactory review of the application and all necessary forms, a test date and time will be scheduled. Testing for first through twelfth grades evaluates reading and math using the Stanford Achievement Test. Test times range from 2-3 hours.
2. Test scores of stanine "4" or higher are expected for admittance. However, students accepted with a stanine of "4" may be required to complete additional tutoring.
3. Students applying for Kindergarten will be evaluated for developmental readiness using the Gesell Developmental Inventory. Testing takes approximately a half hour.
4. 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
5. Once testing is completed and reviewed, parents will be contacted.

STEP FOUR: INTERVIEW

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

STEP FIVE: NOTIFICATION/ACCEPTANCE

1. After review by the Admissions Committee, families will be notified regarding the students' acceptance.
2. Meet with the Tuition Office (ext. 3190) to obtain pre-payment or FACTS payment information.
3. Establish your payment plan online with FACTS Management.

NOTE: *If enrollment is during the summer months, tuition must be current prior to beginning classes.*

UPON ACCEPTANCE:

1. Complete a Release of Records for the previous school.
2. Parents and student(s) will be notified of class placement or schedule prior to the first day of school.
3. ****All students are accepted on a probationary status for the first semester.**
4. ****If parents are divorced, a copy of the court document showing legal custody arrangements is required for the student's file.**

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

VOLUNTEER POLICY:

Anyone wishing to volunteer in any capacity (PK-12) with Plymouth Christian Academy students must complete a Volunteer Packet and be approved for Volunteer Status before any service can be rendered by the applicant (Packets available in elementary and secondary office).

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.