

Northshore Christian Academy

2017-2018 New Student Enrollment Procedures



A Ministry of Northshore Christian Church ~ www.northshorechristianschools.org
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Step 1:

Through the Admissions page on the NCA website complete the **Online Application**, pay the Application Fee and submit.

The **Application Fee** must be paid at the time the Online Application is submitted. The Application Fee is non-refundable.

A copy of the student's birth certificate and current immunizations must be submitted with the application (either by scanning and uploading or by printing and turning in to Academy Office). Official school records will be requested by NCA from the last school attended (where applicable).

❖ **All students entering NCA's Kindergarten program for the 2017-2018 school year must be five years old by August 31.**

Step 2:

A new student academic assessment and a family interview is required for new applicants. When the Online Application is completed and submitted, the Admissions Director will contact the family who has applied in order to schedule the new student assessment and family interview. Assessments for K & 1st Grade applicants begin in February and for 2nd-8th Grade in March. 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.

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.

Step 3:

Families will be notified of acceptance within ten business days following the interview and assessment.

Following notification of acceptance, the new family has three days to complete the **Online Enrollment** (*accessed through ParentsWeb*) process. All of the required fees as set forth in the **Tuition and Fee Schedule** and any supplemental forms including a current immunization certificate, must be received for a student to be considered enrolled.

All Parents/Guardians must complete a National Background Check when your child/children are entering Kindergarten. These forms are available at the Academy Office or when you meet for your family interview.

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.