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[www.WestwoodChristian.org](http://www.WestwoodChristian.org)

K2 – 12<sup>th</sup> Grade

## ADMISSION PROCEDURES

### Preschool and K-5

Parents of Preschool and K-5 children must complete the following at the time of registration:

- ✓ Student Application
- ✓ Parent/Student Agreement
- ✓ Registration Form
- ✓ Pay the Registration Fee – Payable at school office
- ✓ Register in FACTS Tuition Management

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### Grades 1-12

Parents of children entering Grades 1-12 must complete an application form and return it to the school office along with the testing fee of \$70.00. An appointment can then be made for the entrance test.

#### To Arrange for Testing

Test date: \_\_\_\_\_

**Prior to the testing date the following items MUST be presented to the office:**

- ✓ Completed Application with both sides signed by both parents
- ✓ Certified original Birth Certificate
- ✓ Student Records (grades and standardized test scores) for the current and previous years
- ✓ Complete year-to-date grade transcript for students entering grades 8-12
- ✓ Signed Parent/Student Agreement with initials and signatures
- ✓ Completed Registration Form, including social security number and signatures
- ✓ Arrange for the School Recommendation Form to be completed by your child's current school and mailed to Westwood Christian School

#### Following the Test

After the prospective student has taken the entrance test, the school will look at the results along with the student's most current academic records. The administration will then make a determination regarding the child's acceptance into the school within two weeks.

#### Once Your Child is accepted

*The registration fee will be due upon acceptance.* This fee is non-refundable and non-transferable. If there is an opening, this fee will hold a place for your child.

- ✓ Register in FACTS Tuition Management
- ✓ Create a myschoolaccount.com for lunch payments

<p><b>Please note: A current immunization record (blue and gold HRS certificates) must be presented before the student may be admitted to class.</b></p>
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*Westwood Christian School admits students of any race, color, nationality or ethnicity.*