



# Family Christian Academy

A Ministry of Family Worship Center

8919 World Ministry Ave Baton Rouge Louisiana, 70810

Phone: 1- (225) - 768 - 3026 or 1- (225) - 768 - 3027

## APPLICATION PROCESS FORM

Student's Name : \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

- Check# \_\_\_\_\_ Receipt# \_\_\_\_\_
- 1. \$100.00 Application fee
  - 2. Application
  - 3. Pastor Recommendation Form
  - 4. Principal Recommendation Form
  - 5. Teacher Recommendation Form
  - 6. Student Information Card
  - 7. Student Pre-Enrollment Form
  - 8. Green Sheet (1 per family)
  - 9. Copy of Birth certificate
  - 10. Social Security Card
  - 11. Copy of Immunization Records
  - 12. Copy of reports regarding special testing for reading or learning difficulties.
  - 13. Copy of past achievement testing
  - 14. Copy of grades
  - 15. Handbook read
  - 16. Interview with Administrator
  - 17. Restricted Pick up List
  - 18. Financial Arrangements
  - 19. Assumption of Responsibility/Statement of agreement signed
  - 20. Legal Document/Child custody form. Please read and Sign form.

Appointment scheduled to meet Administrator

\_\_\_\_\_ / \_\_\_\_\_

Date                      Time

\_\_\_\_\_ (Denied by Administration)                      \_\_\_\_\_ (Reason)

\_\_\_\_\_ (Approved by Administration) ( Date)                      \_\_\_\_\_

Registration Paperwork Completed: \_\_\_\_\_ / \_\_\_\_\_

(Date)                      (Bookkeeper's Signature)