



# Admissions Process Checklist

This Admissions Process Checklist is your guide for everything you need to continue in the process of being considered for enrollment at the Upper Valley Christian School.

## STAGE 1

- ☐ Inquiry Form
- ☐ Schedule and complete a school tour
- ☐ Receive and Read Parent/Student Handbook

## STAGE 2

- ☐ Complete the Online Application and pay \$127 application fee
- ☐ Sign and return Parent/Student Handbook Agreement Form
- ☐ Schedule appointment for Parent Interview
- ☐ Schedule appointment for Academic Placement Assessment

## STAGE 3

- ☐ Complete Parent Interview with board members
- ☐ Complete Academic Placement Assessment

## STAGE 4

- ☐ Receive Preliminary Acceptance by email and invitation to enroll
- ☐ Complete Online Enrollment Packet and pay \$500 tuition deposit
- ☐ Submit the following: (we must have these before you begin)
  - ☐ Complete Release of Records form
    - *School to receive:*
    - ☐ Transcripts and report cards
    - ☐ Discipline Records
    - ☐ Any current IEP - if applicable
  - ☐ Submit Copy of Birth Certificate
  - ☐ Submit Copy of Health Insurance Card
  - ☐ Submit Up-to-date Immunization Record
  - ☐ Submit most recent custody agreement - if applicable

## STAGE 5

- ☐ Receive official acceptance and enrollment confirmation
- ☐ Pay Materials Fee
- ☐ Receive Supplies List
- ☐ Bring student supplies on night of Open House

*Welcome to the UVCS family! We are so glad to have you.*