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**KING'S GATE CHRISTIAN SCHOOL ADMISSIONS PROCESS****1. PROVIDE APPLICATION DOCUMENTS** -All the following must accompany your application:

- ☐ Completed application
- ☐ Application fee of \$50.00 per student
- ☐ Copy of the birth certificate
- ☐ Copy of immunization records
- ☐ Case History Form

**FOR STUDENTS ENTERING KINDERGARTEN AND HIGHER - Please submit the following documents:**

- ☐ Home School Transcript form (if applicable)
- ☐ School records including educational/diagnostic/standardized testing, transcripts and report cards from the last two years
- ☐ If applicable, current reports from all therapists and specialists providing support. Reports should include diagnosis, treatment plans and goals (ABA, speech, OT, reading specialist, etc.)
- ☐ Recommendation forms: to be mailed, faxed, or delivered to the school by the appropriate teachers and principal.
- ☐ Student Record Release Authorization form (Request for Records)

**2. ☐ EDUCATIONAL and DEVELOPMENTAL EVALUATIONS (For Kindergarten and Up only)**

After receiving the above requirements, an assessment/evaluation appointment time will be set.

**3. ☐ SHADOW VISIT (For Kindergarten and Up only)**

Student has visited King's Gate for a sufficient number of school days to show that the dynamics of the established King's Gate environment is maintained and supports the student's needs

**4. ☐ SHADOW VISIT RECAP (For Kindergarten and Up only)**

An interview appointment is made with the parent(s)/child and King's Gate personnel. This interview (can be by email, phone or in person) is a time to review the assessment information, answer questions you might have, determine the school's ability to meet the needs of your student, and assess philosophical compatibility.

**5. ADMISSIONS DECISION NOTIFICATION**

Acceptance or non-acceptance for students will be communicated to all families in writing.

**6. ACCEPTANCE PAYMENT OF TUITION AND FEES**

If your child has been accepted and your family chooses to join the King's Gate family, your signed enrollment contract along with the enrollment fee (\$350) and a payment preference form (ACH or Credit Card) must be received in the business office by the stated deadline to secure your spot. Tuition may be paid in full or automatic payments may be set up. Please indicate your payment preference on the enrollment contract.

**7. TUITION ASSISTANCE**

Details available under the Admission tab of our website.

**Every Child. Every Family. Every Day.**

It is our Mission to take the love of Jesus Christ to the community by partnering with families to equip the whole student for their individual calling through a rich, experiential education.