

### **Step 1: Complete Application**

To proceed with the application, please ensure that all the following documents are submitted:

- 3 Letters of Recommendation:
  - From a Pastor or Counselor
  - From a Non-Relative Adult
- Test Scores (Placement testing is available for new students if test scores are not available)
- Individualized Education Plan (IEP), if applicable
- Birth Certificate
- Immunization Records
- Medical Exam
- Financial Plan (Meeting with our Business Manager to discuss financial responsibilities for the upcoming school year)
- Principal Interview

Once we have received all the documents listed above this will complete your application. We will then be in touch to schedule a family interview and campus tour to discuss how we can best support your child's academic and spiritual growth at Tri-City Christian Academy. We also recognize some families start our process with a tour and interview. If your family has already met with our leadership team this will not be required a 2nd time.

### **Step 2: Application Review**

Once your application is complete, it will be submitted to our Admissions Committee for review. If accepted, an offer letter will be sent to you. Please review and complete all necessary fields. Upon which will activate the official Enrollment Application.

### **Step 3: Enrolment Process**

Congratulations! You've made it to the last step. Your Enrollment packet completion moves your student onto the Schools official roster. Please review carefully, add all required information and submit.