



## 2009-10 Admissions Information

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Please carefully follow these steps to ensure a speedy and accurate process.

### 1. Application - Obtain an application packet from the Admissions Office.

Complete this application (including signatures on all forms), include copies of requested items and **submit as a complete package** to the Admissions Coordinator:

- Enrollment Application** (Note: referral forms are included on the following pages of this application; please detach and give to the appropriate individuals)
- Birth Certificate** (state or city issued - NOT a hospital certificate)  
If you do not have a state or city issued certificate, contact the birth state's Department of Vital Statistics. For persons born in Texas, you may obtain a certificate at the City of Amarillo, Vital Statistics Registrar, 509 SE 7<sup>th</sup>, Amarillo. (806)378-9344 When requesting the certificate, a photo ID must be presented. There is a fee of \$24.00.
- Social Security Card** (<http://www.ssa.gov/online/ss-5.html>) You are able print an application at this website, complete and take to the local Social Security Office.
- Immunization Records**  
Please be certain your child's immunizations are current. For an immunization schedule, please contact your health provider or see this website: <http://www.dshs.state.tx.us/immunize/school/default.shtm>
- Copies of:** most recent report card, prior year report card, TAKS testing, transcript
- \$50 Admissions application fee** (payable to SJCA - non refundable)
- Financial Agreement**

*If applicable, also include:*

- After School Care Application** (Kindergarten through 8<sup>th</sup> grade)
- Diagnostic Assessments** (copies of special testing - i.e. learning difficulties)

### 2. Admission Testing

- An Admission assessment test will be scheduled once receipt of the above forms has been verified. Tests are scheduled during regular school hours and take approximately 1 hour.

### 3. Interview

- Upon submission of the completed application, you will be contacted to schedule a family interview. The student and custodial parent(s) / guardian are all requested to attend. Interviews are scheduled during regular school hours and are approximately 45 minutes.

### 4. Notification

You will be notified of your admissions standing, generally within a week of completing the family interview. Placement in a class is not reserved until final acceptance is granted and the registration fee is paid.

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Our goal is to provide a complete, accurate and speedy application process. If you have questions during the enrollment process, please contact the Admissions Office (806)372-2285. Admission is granted based on the following criteria: date application is received, administration recommendation, and class availability. During the application process, you and/or the administration are able to terminate the process without obligation or repercussion.

San Jacinto Christian Academy does not discriminate against anyone because of race, color or national origin. San Jacinto Christian Academy admits students of any race to all the rights, privileges, programs, and activities of the school and does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs.