



Admissions Process for Prospective Students (The entire process takes approximately 1-2 weeks)

Qualifications for Admission

To be considered for admission to East Texas Christian Academy, the student must:

- Be able to re-enroll in the school last attended
- Be an average to above-average student
- Be free of severe learning problems
- Be free suspension or expulsion activities during the past school year

Step 1. Payment of \$50 Application Fee

Step 2. Initial Enrollment Paperwork

- Student Profile
- Request for records from previous schools attended for past two years
- Inclusion of recommendation forms for principal and teachers
- Recommendation forms from ministers and/or community members

Step 3. Information Overview

Step 4. Admission Testing

- No additional testing will be required if current Stanford Achievement Test or TAKS scores are available.
- Stanford Short Form and the OLSAT test *may be* administered if no other scores are included
- Additional testing *may be* necessary, if requested by the Admissions Committee

Step 5. Interview by Committee – All records and information must have been received.

- Admissions Director schedules interview with Admissions Committee.
- Student should arrive 10 minutes before interview to complete, hand written, writing sample *if requested by Admissions Committee*.
- Student is interviewed
- Parents are interviewed
- The Committee will make a decision following the interview and may “Decline”, “Accept with Stipulations”, or “Accept”
- Reasons will be given for any decision other than “Accept”

- Admissions Director notifies parent of decision in writing by mail within 24 hours
- Admissions Director schedules any additional testing or requirements
- Admissions Director schedules appointment with Counselor for secondary scheduling

Step 6. Enrollment Visit and Final Paperwork (Including Financial)

- Parent contacts the Business Manager to schedule a meeting time
- Pick up “Welcome Packet” from Admissions Director at this time
- Registration fee is paid
- Tuition arrangements should be handled at this time

Step 7. First Day of School

The following must be complete ***BEFORE*** the student may begin school:

- Signed probation form (all students are placed on 90 day probation)
- Completion of ALL information sheets
- Copy of Birth Certificate and Social Security Card for records
- Verification that all grade records are complete
- Current immunization records and signed Medical Form
- Public Release of Information Form
- Emergency Card

Revised February 2007