

APPLICATION INSTRUCTIONS

The application process for Cornerstone Christian Academy is designed as a tool for gathering the information necessary to make an accurate decision regarding an applicant's enrollment.

1. **Application Form** – Complete the application form that includes the biographical information and family data of the applicant.
2. **Statement of Faith and Christian Philosophy of Education** – Must be initialed by both parents.
3. **Birth Certificate** - Each applicant must submit a **copy** of his birth certificate from the Bureau of Vital Statistics with the application.
4. **Immunization Record** – (see requirements) – A copy of an applicant's most recent immunization record must be submitted with the application forms.
5. **Transcripts** – A copy of the applicant's transcripts from their current school should be requested using the Transcript Release form in the application packet.
6. **Recommendations** – Each applicant should submit the appropriate recommendation forms (located in the admissions packet) to his current teachers and administrators. These should be mailed directly to the Admissions Office by the current evaluator.
7. **Application Fee** – **A non-refundable \$100.00 application fee must accompany the application.** A check or money order should be made payable to Cornerstone Christian Academy. **Applications submitted without this fee will not be processed.**
8. **Testing** – A non-refundable \$50.00 fee must be paid in order to register for screening/testing. See above for check specifications. Please submit one check for \$150 to cover the application fee and the testing fee.
9. **Kindergarten** applicants will participate in the Developmental Readiness Test screening session to be held at Cornerstone Christian Academy. The screening will take place on February 1, 2 or 4th and will be conducted by members of the school faculty.. Once the application form and fee are submitted to Cornerstone, screening will be scheduled.
10. **First – Eighth Grade** applicants must register for an Assessment Test to be administered at Cornerstone Christian Academy. The Assessment Tests will be administered on Saturday, February 6th from 9:00-10:00 a.m. The application and fees must be received in the school office before screening is scheduled.

Deadline - The application deadline for the 2009-2010 school year is Friday, February 12, 2010. All qualified applications received after this date will be placed on a waiting list for consideration.