

ADMISSIONS CHECKLIST

The application must be completed entirely by or on behalf of all students seeking admission to Russell Christian Academy. It should be submitted to the Admissions Offices.

Admissions Office

Russell Christian Academy, 1844D Hwy 11 & 80, Meridian, MS 39301

Initial Steps

- | | |
|--|------------------------|
| ○ Application completed and returned | Include if Applicable: |
| ○ Statement of Belief completed and returned | Custody Paperwork |
| ○ Parent Questionnaire completed and returned | Copy of IEP |
| ○ Student Essay Form (Required for 5 th -12 th grades) | |
| ○ A copy of the student's Birth certificate | |
| ○ A copy of the student's Social Security Card | |
| ○ A copy of the student's current Immunization Record | |
| ○ Character reference Form | |
| ○ Teacher Recommendation Form | |
| ○ Copy of most recent Report Card | |
| ○ Transcript (including grades Kindergarten-current grade) | |
| ○ \$50 Application fee paid | |
| ○ Entrance Screening Test Scheduled | |

After testing is completed and the School has reviewed application, applicants will be contacted by the Admissions Office to schedule Family Interview.

- Family Interview scheduled with School Administration (Family Interview is not required for families that currently have a student enrolled in Kindergarten – 12th grade at Russell Christian Academy.)

After the interview process, applicants will be notified of their admission status. If a contract is offered, the following steps must be completed:

- Contract completed and signed by all parties
- Tuition Worksheet/ Smart Tuition form completed.
- Registration/Activity fee of \$400, or \$500 if after April 15th.

Admissions Calendar

Event	Date(s)
Priority Enrollment for returning students	Jan 12 th -Feb 22 nd
Open enrollment for new students begins	Feb 23 rd
Financial Aid (FACTS Third Party) Priority Deadline	April 19 th
Last Day for Discounted Registration Fee	April 15 th
Cash Payment Deadline (Discount Applies)	July 1 st
11-month Tuition Plan payments begin	July 5 th

Non-discrimination Policy: Russell Christian Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its education, admission policies, tuition assistance, athletic and other school-administered programs.

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