



Admissions Checklist

Initial Steps

Received by TCA

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| <ul style="list-style-type: none"> ○ Application completed and returned with the \$200 application fee Includes: Student Profile (Grades 6-12) Signed Code of Conduct (Grades 6-12) | <hr style="border: 0; border-top: 1px solid black;"/> Date Mailed | <hr style="border: 0; border-top: 1px solid black;"/> |
| <ul style="list-style-type: none"> ○ Pastoral Reference sent to church | <hr style="border: 0; border-top: 1px solid black;"/> Date Mailed | <hr style="border: 0; border-top: 1px solid black;"/> |
| <ul style="list-style-type: none"> ○ Teacher Reference sent to current or former teacher | <hr style="border: 0; border-top: 1px solid black;"/> Date Mailed | <hr style="border: 0; border-top: 1px solid black;"/> |
| <ul style="list-style-type: none"> ○ A copy of student's latest transcript, report card, and achievement test scores sent to TCA. | <hr style="border: 0; border-top: 1px solid black;"/> Date Mailed | <hr style="border: 0; border-top: 1px solid black;"/> |
| <ul style="list-style-type: none"> ○ Admissions testing scheduled through Admissions Office PreK and Kindergarten screenings SAT for 1st – 5th grades SAT for 6th – 12th grades if starting during current school year | <hr style="border: 0; border-top: 1px solid black;"/> Date Mailed | <hr style="border: 0; border-top: 1px solid black;"/> |

After the school has evaluated academic records and references, applicants will be contacted by the Admissions Office to schedule student and parent interviews.

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| <ul style="list-style-type: none"> ○ Parent interviews scheduled with TCA Board member and School Administrator (Little Lions – 12th grade, new family only) | <hr style="border: 0; border-top: 1px solid black;"/> Date Scheduled | <hr style="border: 0; border-top: 1px solid black;"/> |
| <ul style="list-style-type: none"> ○ Student interviews scheduled with Principal (Grades 6-12) | <hr style="border: 0; border-top: 1px solid black;"/> Date Scheduled | <hr style="border: 0; border-top: 1px solid black;"/> |

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

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| <ul style="list-style-type: none"> ○ A copy of the student's shot records must be provided | <hr style="border: 0; border-top: 1px solid black;"/> Date Mailed | <hr style="border: 0; border-top: 1px solid black;"/> |
| <ul style="list-style-type: none"> ○ A copy of the student's birth certificate must be provided | <hr style="border: 0; border-top: 1px solid black;"/> Date Mailed | <hr style="border: 0; border-top: 1px solid black;"/> |
| <ul style="list-style-type: none"> ○ A copy of the student's social security card must be provided | <hr style="border: 0; border-top: 1px solid black;"/> Date Mailed | <hr style="border: 0; border-top: 1px solid black;"/> |
| <ul style="list-style-type: none"> ○ Enrollment contract must be returned and payment arrangements made prior to student starting school | <hr style="border: 0; border-top: 1px solid black;"/> Date Mailed | <hr style="border: 0; border-top: 1px solid black;"/> |

****This form should be returned with the contract and all steps should be marked off to ensure all requirements for Admission have been met.****