

# **ADMISSIONS PROCEDURE**

- 1. Read NCCA admissions materials and handbook. Make a determination as to whether your goals match up with the philosophy and objectives of NCCA.**
- 2. Complete the application for admission and return it to our office with the application fee and a letter of recommendation from your pastor.**
- 3. Your child will then be scheduled by the office to come to the school for an entrance test. When you come for the test, you need to bring in a copy of the students most recent report card.**
- 4. The school will then contact you to arrange a time to interview with the administrator. When possible, we desire both parents to attend. This interview is designed to determine whether there is a compatibility with prospective parents in regard to both spiritual commitment and educational goals. An expression of Christian testimony and regular attendance at church are required from at least one of the parents.**
- 5. Acceptance decisions will be made based on the interview and test scores. If test scores are low, it is possible that acceptance may require retention at current grade level.**
- 6. Upon acceptance, please bring in all medical records and any other personal documents that the school may need.**
- 7. Each new student will be placed on academic probation until the end of the first marking period. When grades are posted, they will be removed from probation if appropriate grade level is achieved.**
- 8. Enrollment is complete once you have been accepted, have turned in all information and fees, and have enrolled in our tuition management program.**