

# APPLICATION PROCEDURE

*Mandarin Christian School welcomes students of all races, color, nationality, gender or ethnic origin to apply for admission.*

## PROCEDURE

Please complete and return the APPLICATION along with the following items:

- ◇ Non-refundable fee of \$150.00 to cover the application processing, including an entrance exam
- ◇ Copy of Birth Certificate
- ◇ Physical Exam Form
- ◇ Immunization Record Form

For Grades First – Twelfth, submit the following academic records:

- ◇ Student's current report card and last two years' final report cards
- ◇ Last two years' standardized tests

A completed TEACHER RECOMMENDATION QUESTIONNAIRE by a current teacher is required for each student. Please give the TEACHER RECOMMENDATION QUESTIONNAIRE and envelope to your child's current teacher and ask her/him to send it directly to the Admission Director after January 1, 2008.

Student applicants will be tested on Saturday mornings beginning in January. Testing notification will be sent by mail. Testing dates are as follows for the 2008-2009 school year:

Mandarin Christian School Siblings	January 12, 2008
Christ's Church Members and Sharing Tree Students	January 19, 2008
All Other Applicants	January 26, 2008

After January 26, 2008, admission testing for the 2008-2009 school year will be by appointment.

An interview may be required of parents and/or students to complete the enrollment procedure. In such an event, parents will be notified in order to make an appointment.

**A contract can only be offered when all the necessary information is on file.**

If your child has met the admission requirements and space is available, an acceptance letter and contract will be mailed to you. The enrollment fee and signed contract must be returned to the school office by the date stated in the acceptance letter. A place on the class list is not assured until the entire enrollment process is complete and the enrollment fee is paid.

**WAITING POOL:** Once all spaces are filled, a qualified candidate will be placed in a waiting pool and notification will be sent to the family.

At Mandarin Christian School, we strive to provide a Christian environment for students whose needs can be met physically, emotionally, spiritually, and academically. We're excited about the possibility of working with you and your child.