



ADMISSIONS PROCEDURES

Our mission is to partner with parents to develop champions through academic excellence based on biblical truths in a supportive, safe, and Christ-centered environment. The following policies and procedures for admission into First Assembly Christian School's (FACS) Day School program support this mission.

ADMISSIONS PROCEDURES: "THE ABC'S OF APPLYING"

All potential students (K-8) are reviewed through the application process described below. Each student is required to submit the materials listed in Steps A, B, and C.

STEP A: "BEGIN THE APPLICATION PROCESS"

- ___ 1. Obtain an application packet. These are available in the admissions office and at our monthly school tours beginning in October.
- ___ 2. Submit a completed: 1) application, 2) parent contract, and 3) parent observation form. Pay required application and testing/assessment fees.
- ___ 3. Schedule admissions testing or kindergarten assessment through the admissions office, and have your child evaluated.

STEP B: "CONTINUE THE APPLICATION PROCESS"

The amount of time needed for test scoring varies especially during high volume times for admissions. It takes approximately three weeks to complete the scoring process. It is important that you utilize this time to gather and submit the remaining items needed for a completed application packet. Your child's measured reading and math scores or identified developmental age (for admission to kindergarten) will accompany the Admissions Committee's final determination letter.

- ___ 4. Teacher observation form – sealed and mailed or faxed directly to FACS from the teacher (its contents are considered confidential and become the property of the FACS Admissions Department).
- ___ 5. Copies of report cards for the last two years (if age appropriate).
- ___ 6. Current test scores (last two consecutive years) from a standardized test such as the California Achievement Test (CAT) or the Stanford Achievement Test (SAT), if available.

Please note: Your application packet will not be considered complete and available for the Admissions Committee to consider until we have received (from you) the completed items 1-6 and the testing or assessment results from our testers/assessors.

Once we have items 1-6 and the result of your child's testing, the Admissions Committee will consider your child for admission to FACS at the next scheduled Admissions Committee meeting. Within one to two weeks after the Admissions Committee has received your packet (step A & B above), you will be notified with their decision, either in writing or in person, at the discretion of the Admissions Director.

No Admissions Committee decisions will be given by phone.

STEP C: "COMPLETING THE ADMISSIONS PROCESS"

Once you have received official notification of your acceptance to FACS, you need to complete items 7-9 ***in order to reserve your child's spot.***

- ___ 7. Pay registration fee within 30 days of acceptance.
- ___ 8. Provide an official copy of your child's Birth Certificate (with a state seal). An office staff member will verify the seal and make a copy of the certificate for your child's file.
- ___ 9. Medical form completed by your child's physician ***with immunization information documented and signed by the physician under item C of the medical form.***



ADMISSIONS REQUIREMENTS

FACS admission requirements are designed to identify a student who:

1. Demonstrates average or above average aptitude and/or achievement.
2. Scores within acceptance range on admissions testing (see below).
3. Has a willing and cooperative spirit. The student is socially and emotionally well adjusted and has not had discipline concerns at another school.
4. Wants to be a part of FACS.
5. Has parents who are supportive of FACS' contract, policies, and procedures.
6. Has parents who meet their financial obligations. All accounts must be paid in full before a student may re-enter the school or may register for the upcoming school year. Financial obligations at another private school must be settled.

TESTING STANDARDS FOR ADMISSIONS

The following are acceptance ranges and cut-off scores for the testing portion of admissions criteria.

These scores do not pertain to mid-year enrollments.

Gesell Kindergarten readiness assessment

Month Tested	Minimum Score range	Age cluster
Feb, Mar, April	4 ½ and above on all areas	5
May-August	5 and above on all areas	5 ½

SAT9

50th percentile and above

Skills Tests: 1st and 2nd grades

Individually scored and evaluated on a point scale: acceptance, conditional acceptance, and non-acceptance scoring ranges.

ADMISSIONS POLICIES

1. First Assembly Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.
2. The decision of the Admissions Committee is believed to be in the best interest of the child and the school and is final.
3. Once accepted (if there is a waiting list), we give placement consideration in the following order, to siblings of FACS students and children of FACS staff, First Assembly Christian Preschool families, active church members, and members of the community.
4. When making class placement decisions, we try to keep a gender balance.
5. The application process begins anew each February.
6. If your child is denied enrollment and you have additional, pertinent information, you may request reconsideration by the Admissions Committee. Your request must be made in writing and presented to the Admissions Director within 30 days of notification.

SPRING ENROLLMENT FOR THE COMING YEAR

Registration begins in February of each year. The opportunity to reenroll current FACS students, and to process applications for siblings of FACS students, First Assembly Christian Preschool students, and children from within the membership of First Assembly of God Church is offered at least two weeks prior to open enrollment for the general public.

YEAR ROUND ENROLLMENT FOR STUDENTS

Admission to FACS is open year round. Transfer students should follow the application procedure described above. Completed application packets are sent to the Admissions Committee where the student is accepted or denied admission. Accepted students applying for a class that is full are placed in a candidate pool. When there is an opening, the Admissions Committee selects the best match for the student and for the class.