

# Admissions Procedures Checklist

For a student to be admitted to Bethesda Christian School, the parent must endorse the Christian philosophy of education that is preeminent at Bethesda, and the student should demonstrate potential to be successful in the classroom.

## Schedule a Tour:

- School Visit**—All prospective students and their families are encouraged to visit the school. Please schedule an appointment by calling the school office.

## Submit the Following Information:

- Application**—A completed application must include the non-refundable application fee.
- Contract of Enrollment**—The contract must be signed by both parents, if applicable.
- Medical Records**—Attach the records listed below:
  - **Immunization Record**
  - **Certified Copy of Birth Certificate**—Required for students in grades K-5 only
  - **Physical Form**—Required for students in grades 9-12 planning to participate in PE or athletics and for all students in grades 6-8. Physical forms must be submitted no later than **August 1**.

## Have the Following Sent to BCS:

- School Records**—Arrange for these records to be sent from the school directly to the BCS office by fax, mail or email scan:
  - **Transcripts**
  - **Current Standardized Test Results**—Admission testing is required if applicant's current test scores are unavailable. The screening fee for grades 1-12 is \$30. (The kindergarten student assessment charge is included in the application fee.)
- Recommendations**—Recommendation forms are enclosed with the application. Please give them to the appropriate people to be completed and have them send the recommendation forms directly to BCS.
  - **Grades K-5**—Recommendations are required from the student's: (1) current principal, (2) classroom teacher, and (3) pastor, youth pastor, or Sunday school teacher.
  - **Grades 6-12**—Recommendations are required from the student's: (1) current principal/counselor, (2) English or history teacher, (3) math or science teacher, and (4) pastor, youth pastor, or Sunday school teacher.

## Schedule an Interview:

- Interview**—Parents of prospective applicants are required to have an interview with the principal. A separate interview is required for all middle and senior school applicants. **An interview is scheduled only after all other admissions requirements have been completed.**

Applicants are notified of the admission committee's decision within two weeks after the application requirements and testing are completed.

### **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Bethesda 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 at 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, and athletic and other school-administered programs.

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