

Thank you for your interest in Calvary Christian School! We look forward to the opportunity to minister alongside your family this school year. Please review the following steps in order to ensure a quick and smooth application process. **Your application includes an online and paper portion, along with an interview and testing process. See instructions below.**

### **Step 1: Online Application**

Go to [www.ccsnj.net](http://www.ccsnj.net) and click on the "Admissions Portal" button. Register to create a new account, which will allow you to complete the online portion of your application. You may choose to save your unfinished application, leave the portal and return later to submit. **Please remember your username and password as you will need them throughout this process.** Once you have completed all the steps, print out your paper application forms (see below) from the portal and then click on the green submit button.

### **Step 2: Paper Application**

Fill out your family application (printed from the Admissions Portal in Step 1):

- ◆ **Standards for Admission**-Both parents must sign
- ◆ **Father/Guardian and Mother/Guardian Information**
- ◆ **Student Information Form**- Please use grade appropriate form for **each** student applicant. Students in grades 6-12 must complete the essay portion of the form.

Provide the following additional documents with your application (if unable to upload through the Admissions Portal):

- ◆ Copy of student's birth certificate
- ◆ Copy of student's last 2 years of report cards
- ◆ Copy of student's most recent standardized test scores
- ◆ Family picture and recent picture of each student applicant

Distribute your references: (Must be returned directly to the Admissions Office. These will not be available to applicants or parents.)

- ◆ Church Reference Form (Current pastor, elder, or other church leader who can appropriately comment)
- ◆ Teacher Recommendation Form (Current teacher or if home schooled, parent may fill out. For students entering Pre-K a Sunday School Teacher or Daycare Supervisor may fill out this form.)

Attach your application fee: \$75 application fee per family

### **Step 3: Family Interview and Testing**

After all documentation above is received, along with your \$75 application fee:

- 📄 The Admissions Office will contact you to set up a family interview. Parents, prospective students, and siblings living in the same household are requested to attend. All portions of this application will be reviewed and families will be given an opportunity to ask questions.
- 📄 Students entering Pre-K are required to spend a half-day in the current Pre-K class for observation. Students entering K or 1<sup>st</sup> grade are required to take a readiness test, which will likely be scheduled before the family interview. Elementary students may be required to take a placement test. Students entering middle and high school will be required to take placement tests in the spring.

### **Step 4: Acceptance**

Your family will receive an acceptance letter along with a registration packet, if accepted.

- 📄 **If a seat is available**, return your registration along with a \$300 non-refundable registration fee (per student) in order to secure a seat at CCS.
- 📄 **If no seats are available**, return your registration packet along with a \$300 registration fee (per student) in order to be placed on the waiting list. If no seats become available by the first day of school and you do not wish to remain on the waitlist for the following school year, a refund of your registration fee may be requested in writing by the last business day of September. Otherwise, the fee becomes non-refundable.

*Calvary 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.*