

# Rossville Christian Academy



## Admission Procedures

### Enrollment Requirements for Transferring Students

Students enrolled in another school applying for admission to RCA MUST submit the following:

- A completed **Enrollment Application**
- For students in grades **K-8**: the most recent **report card**
- For students in grades **9-12**: **transcript**
- Any **professional report with diagnosis**, if one has been administered (e.g. psychological, neurological, speech, etc.)
- **Discipline report** from the previous school (if student has no discipline record, a statement from the school stating such is still required)
- Two (2) **letters of reference** (may be from a teacher, coach, employer, pastor, etc.)
- A signed **Request for School Records** form
- After **all** documents listed above have been submitted, the President and/or Director of Education will interview applicants for grades 1-12.
- Testing will be administered if deemed necessary.
- Upon acceptance, **registration** (through the business office) **must** be completed, which includes signing a contract and selecting a payment plan.