

STEPS TO REGISTRATION – New Students

2011-2012

Step 1: Turn in the following documents and fees to the Registrar's Office:

- **Application fee** - \$100 (*non-refundable*)
- **Testing fee** - \$75 (*If applicable*)
- **New Student Application form**
- **Medical History form**
- **Immunization records** – with complete dates, validated with doctor's signature or clinic stamp
- **Birth Certificate** – certified copy (*Hospital certificates are not acceptable.*)
- **Covenantal Statement form**
- **Report Cards** - prior year and current year, a complete transcript of credits (high school students)
- **National standardized test scores** – most recent available
- **Teacher Recommendation form**
One for elementary applicants from their current homeroom or English teacher
Two for 6th – 12th grade applicants from their current math & English teachers
Forms should be mailed or faxed directly to PCA from the person completing form.
- **Principal/Counselor Recommendation form** - from the school Principal, Assistant Principal, or Counselor. Form should be mailed or faxed directly to PCA from the person completing form.
- **Pastoral Family Recommendation form** - required for ALL families.
Form should be mailed or faxed directly to PCA from the person completing form.
- **Pastoral Student Recommendation form (Grades 6 - 12 only)**
Form should be mailed or faxed directly to PCA from the person completing form.

Step 2: After all step #1 forms and fees are received by the Registrar the Admissions Committee will review the information and will notify you to confirm or deny the continuance of the registration process. **If the decision is made to continue the process** an appointment will be scheduled with the appropriate Principal to determine acceptance.

Step 3: Upon acceptance of your student at PCA, your non-refundable **Registration Fee** is due. **Students are not considered enrolled until the non-refundable Registration Fee is paid, the Contract of Enrollment is signed and the FACTS tuition account is set up.**