

Phoenix Christian Elementary

How to Enroll Checklist

2012-2013

1. Schedule an Informational Visit (Optional)

Campus Tours, Shadow Days and informal interviews are encouraged and available by calling the Enrollment Office at (602) 265-4707, ext 270.

2. Complete the Application Forms for Admission

All forms listed below must be submitted before processing begins:

- Completed New Student Enrollment Application and returned with a \$50 Application Fee. **[A \$50 non-refundable fee is due with the application and \$150 is due upon acceptance.]**
- Emergency Contact & Health Information Form
- Notarized Consent for Medical Treatment Form
- Financial Commitment Form
- Pastor Recommendation or Parent Written Statement Form
- Blue Emergency Card
- Private School Affidavit Form (obtained in our office)
- Birth Certificate (copy)
- Immunization Record (copy)
- Achievement Test Scores for Last Two Years [if applicable]
- Report Cards for the Last Two Years [if applicable]

3. Principal Interview

A Principal interview is required prior to acceptance into a Phoenix Christian Unified School. Only students who have submitted all the forms listed above will be scheduled for an interview. At the time of acceptance, the remaining \$150 enrollment fee will be due.

4. Admission Decision

Each family will receive an official letter communicating the admission decision for your student.

5. Feel Free to Contact the Administration with Questions

You may call (602) 265-4707, ext 270 with your questions and/or concerns.