



# ACSB Enrollment Checklist

STUDENT NAME - \_\_\_\_\_

DATE - \_\_\_\_\_

- Parents complete Student Application
- Parents include copy of Birth Certificate, Social Security Card, and Immunization Records
- Parents sign Parental Agreement of Cooperation
- Parents complete Volunteer Sheet
- Parents fill out and sign the Emergency & Medical Care Consent Form
- Parents fill out and sign the Consent to Administer Medication
- Parents fill out the Consent to Release Pupil Information/Photograph form
- Parents fill out and sign the Authorization to Release School Records
- Parents get Reference Form from Pastor, Youth Pastor or Sunday School Teacher completed
- Parents get Reference Form from Former Teacher or Administrator completed
- Parents and Student(s) meet with Administration for formal interview
- Administrator conducts study of records, application, reference forms, and interview notes, and makes a decision on admission
- Administrator informs prospective student(s) and parent(s) of acceptance or rejection of application within one week after the interview
- Student Placement Test Required     Student Placement Test NOT Required