



NORTHRIDGE COMMUNITY SCHOOL

Application Timeline and Checklist

1. _____ Attend the **Informational Meeting** on _____. (A prerequisite to apply.)
2. _____ Join us for **Visitation Day or Open House** on _____. (Not a prerequisite but highly recommended.)
3. _____ Read **The Northridge Community School Biblical Foundations (NCSBF)**.
4. _____ Submit a **Letter of Interest**.
This letter should include a brief explanation expressing your interest in our school, how you came to know about NCS, and the name, age, and anticipated grade level of each student that will be applying.
5. Deadline for submitting the following items to the school office is: _____.

Please communicate the deadline to those that are giving your family a recommendation.

- _____ **Enrollment Application** (one per family)
- _____ **Student Profile** (one per student)
- _____ **Behavior Skills Questionnaire** (one per student)
- _____ **Pastoral Reference:** Give to the person within the pastoral staff that is most acquainted with your family.
- _____ **Personal Reference:** Give to a mature Christian that knows your family well.
- _____ **NCS Family Recommendation:** Give to a current or former NCS family you are familiar with.
- _____ **Teacher Assessment:** Give to your child's current teacher.
- _____ **Application fee:** \$250.00 per family*

***Please write a check, _____ (made out to "Northridge Community School" – please do not abbreviate) for the application fee.**

6. **Keep interview dates available on your calendar.** You will be called with the specific appointment time.

Our family interview will be scheduled for _____.

The Admissions Committee will conduct a one to one-and-a-half hour interview with the applying families. Parents will meet with some of the committee members while the remaining members interview the students, in an adjoining room, at the same time.

7. You will receive notification of the outcome of your application within **two weeks**.
8. Upon acceptance, we will schedule **Grade Placement Testing**.
You may be requested to bring the following items with you for **1st - 8th grade testing**.
 - _____ Most recent **report card**
 - _____ **S.A.T.** test results
 - _____ A sampling of the **student's work** in each subject
9. After testing, the following will be mailed to you with the deadline for submission:
 - _____ **Registration Contract / Policy & Payment Agreement**
 - _____ **Request for Transfer of Records, if applicable**

If the child does not have school records, we will need the following:

- _____ **Birth Certificate**
- _____ **Immunization records**
- _____ **Report of Health Examination for School Entry** (White form)