

## Application Checklist Grades 1 - 8

**This is a self-managed application.** The family is responsible for ensuring that all steps in the application process are completed. A completed application for admission to Walnut Creek Christian Academy must include a fully completed set of application documents, all of which must have ALL blanks filled as well as parent or guardian signatures in appropriate places. To assist in the timely and thorough completion of the application, we have included this comprehensive **Application Checklist**. Please use this tool as a vehicle to support your completion of all required documents.

Please check-off items when completed:

- \_\_\_\_\_ Student's name and grade are printed neatly on page 1 of the **Application**.
- \_\_\_\_\_ All information on page 2 of the **Application** is legibly completed.
  - \_\_\_\_\_ For students in grades 5-8, he/she has completed the bottom of page 2.
- \_\_\_\_\_ All information on page 3 of the **Application** is legibly completed.
- \_\_\_\_\_ We have read the Statement of Financial Policies, and have initialed and dated the **Application** on page 4.
- \_\_\_\_\_ Both parents have read and signed the green **Parental Consent to Use Photography** form.
- \_\_\_\_\_ Both parents have read and signed the cherry **Parent/Student Agreement & Pledge of Support** form.
  - \_\_\_\_\_ Any students entering grades 5-8 have also read and signed this form.
- \_\_\_\_\_ A copy of the student's most recent report card is included with the **Application**.
- \_\_\_\_\_ A copy of the student's most recent standardized test results is included with the **Application**.
- \_\_\_\_\_ A check for the Entrance Fee of \$295 per student enrolling is included. Our check is made out to "Walnut Creek Christian Academy" or "WCCA."

Once all above items have been checked off, please submit them to the WCCA bookkeeping office. If you are interested in applying for financial aid or a Christian ministry discount, please request the necessary forms from the office or bookkeeper in person or by calling (925)-935-1587, ext. 3.

The following items must also be checked off in order to complete the application. Once you give the **Student Reference Forms** to the appropriate individuals, it is up to them to mail or fax the completed form to WCCA. If we do not receive the forms in a timely fashion, we will ask you to follow-up with the appropriate person.

- \_\_\_\_\_ One **Student Reference Form** has been given to the student's current or most recent teacher.
- \_\_\_\_\_ The second **Student Reference Form** has been given to the student's Sunday school teacher, youth pastor, or church pastor.

Once all items, including the two **Student Reference Forms**, have been received in the school office, an interview will be set up for the family/parents. The presence of both parents at the interview is encouraged. If the application is for a student in grades 5-8, the student must also be present for the interview. Please note that we are unable to conduct an interview until the Entrance Fee and ALL of the above paperwork have been received in the school office.