

Admission Process Checklist - Dayspring Christian Academy www.dayspringeagles.org

Thank you for your interest in Dayspring Christian Academy.
The checklist below will assist you with the enrollment process at DCA.

Critical Process Sequence Notice:

- All paperwork in steps #1 & 2 must be 100% completed and submitted to the office in person, by mail, fax, or e-mail klauner@dayspringeagles.org before the enrollment process will progress.
- Step 3 will only be scheduled after Steps 1 & 2 is completed.

Step 1 Complete and Obtain for Each Student

1. Birth Certificate
2. Court documents if student lives with anyone other than both biological parents
3. Immunization Record [Colorado State Health Department requires current records]
4. \$250.00 application fee per family (fully refundable if enrollment is denied, fee is non-refundable if it is parent's decision to not enroll student)

Starred items can be viewed on-line at www.dayspringeagles.org as printable [Adobe, Microsoft Word, or HTML] files):

5. * Enrollment Application
6. * Statement of Faith and Biblical Parenting Philosophy Agreement
7. * Pastor's Recommendation*
8. * Health Enrollment Form*
9. * Physical form*(to be completed by physician or healthcare professional) **Pre-K (state required) and any middle school or high school student participating in athletics**
10. * Academic Questionnaire (to be completed by current teacher) **Grades 2 -12 only**
11. * Academic Records (if transferring; use Request for Records Release Form) **Grades 1-12 only**
12. * Student Response Form* **Grades 6 - 12 only**
13. * Signature Release Form

Step 2 - Return all Step 1 Paperwork to DCA in person, by mail or attached to an email:

Attn: School Registrar/Kelley Launer (main office)
Dayspring Christian Academy
3734 West 20th Street
Greeley, CO 80634-3429
Tel: (970)584-2580
Fax: 970-330-0565
klauner@dayspringeagles.org

Step 3 - Family interview with Admissions Director

Prospective student/s and both custodial parents attend.

Step 4 - Tuition Agreement

Upon acceptance, you will need to schedule appointment with Dayspring's Business Manager to set up financial arrangements.

Optional: School Parent/Family Tours and/or Student Shadow Days

- If you would like a parent or family school tour, please call Kay Weber in the Dayspring office at 970-584-2608 to schedule it.
- If you would like a student shadow day, please call Dave Mitchell in the Dayspring office at 970-584-2594 to schedule it.

This form is for your assistance and does not need to be returned