



A. Submit Application

1. Each family must submit a completed application to the admissions office, along with a \$50.00 per student non-refundable application fee.
2. A photocopy of the student's certified birth certificate, previous and current year report cards, and achievement test (the latter two should be within the last twelve months and must be included with the application).
3. Shot records- copy of current immunization form from doctor. Those entering SrK must have a Tennessee School Entry Form from pediatrician. All students must have proof of second MMR, if five years or older.
4. Give a recommendation form to your children's pastor, senior pastor, or other approved professional. This must be returned to us directly from the recommender.
5. Give recommendation to one of the student's academic teachers and have them return it directly to FACS office (grades JrK-12).
6. Give recommendation to student's Guidance Counselor and have them return it directly to FACS office (grades 7-12).
7. All recommendations should be received prior to interview (grades 7-12).
8. Health insurance information is required.
9. Have student, on separate sheet of paper, briefly describe his/her relationship with Christ (grades 7-12).

B. Testing- Grades SrK-12

1. Administration will determine whether students will be tested. Students may be tested individually or in small groups.
2. The Guidance Counselor and other qualified educational personnel will administer and evaluate the test.
3. All new SrK students will be tested.

C. Interview/Recommendation

1. Each student who has satisfactory test results and all of the documents requested in Part A in the file will be contacted to schedule an interview (grades 7-12).
2. At least one parent/guardian and the student(s) applying will interview with a designated school official (grades 7-12).

D. Acceptance/Rejection

1. Parents/guardians will receive oral or written notification of any student's rejection for admission to First Assembly Christian School.
2. Each student meeting the established guidelines will be notified of his/her acceptance.

E. Finalizing Enrollment

1. Parents/guardians of students in grades 1-12 must sign a record release to allow FACS to obtain the student's permanent records. If you are transferring from another MAIS school, your account must be clear to gain access to these records. If your records are unavailable, the enrollment process will be delayed until records are released. (If records are submitted by the parent/guardian, the issuing school should put the records in a sealed envelope.)
2. A school contract must be signed, and dated by the parent/guardian and student. A drug consent form must be signed by parent/guardian and student in grades 7-12.
3. The non-refundable registration, book/supply fee, and first month's tuition are due at that time.
4. Health records must be on file prior to students entering class.
5. The FACS contract must be read, signed, and returned within five days of receipt.
6. An *Academic Handbook* is available on Edline for those in grades 7-12.
7. Students in grades 9-12 will schedule an appointment with the Guidance Counselor to select a course of study. A parent/guardian must be involved in the selection of course of study.
8. Students wishing to be part of the "EXTRA" Resource Program (grades 7-12) must submit a psychological evaluation, done within the last year. These will be kept confidential. *Exceptions must be approved by Guidance Counselor and Principal.
9. Students (grades 7-12) not participating in our Resource Program but needing an IEP for accommodations in the regular classroom setting will be assessed a fee of \$25.00.