

## **NEWNAN CLASSICAL SCHOOL ENROLLMENT CHECKLIST**

To begin the Application process, please arrange a meeting with the Newnan Classical School Principal and ask for a Student Application packet. The Newnan Classical School Principal will go over the following steps and answer any questions you may have about the enrollment process. For questions that come up after your initial meeting please feel free to call the school during business hours for assistance 770-252-7223.

### **A. If you have received the Student Application please follow the order of events on the following checklist:**

- 1. Complete Student Application(s) for each child seeking acceptance at Newnan Classical School.
- 2. Deliver completed Student Application(s), with \$50.00 application fee(s) for each enrolling student, to the NCS office.
- 3. Complete and return the Pastoral Reference form to NCS.
- 4. Deliver a copy of each child's Standardized Test results, for the present school year or most current year, to the NCS office (not required for Kindergarten).
- 5. Deliver a copy of each prospective student's latest Report Card to the NCS office.

### **B. If all the above materials have been completed and returned to the Newnan Classical School office:**

- 6. The Student Evaluation should be scheduled with the NCS Principal by calling the NCS school office 770-252-7223.
- 7. Attend 45 minute Student Evaluation at NCS campus.
  - a. Please pay the evaluator \$25.00 at time of the evaluation.

### **C. If the Student Evaluation has been completed:**

- 8. Schedule the Parent/Guardian Interview.
- 9. Attend Parent/Guardian Interview (approx. 1 hour in length).

### **D. Upon acceptance to Newnan Classical School:**

- 10. Sign Enrollment Contract and submit it to the NCS business office along with the \$500.00/student enrollment fee(s).
  - a. Enrollment fee receipt reserves your child's class position.
- 11. Ask about the NCS New Family Orientation class which will be scheduled prior to the start of the new academic year.
- 12. Prior to start of classes, please deliver each enrolled child's immunization records to the NCS business office.

Welcome and thank you for joining the Newnan Classical family!