



# APPLICATION CHECKLIST

## **SUBMIT COMPLETE ADMISSIONS PACKET BY July 15, 2019**

The application and all paperwork must be completed and submitted by this date to receive priority admission. Applications received after July 15<sup>th</sup> will be considered on a space available basis.

### **Complete application includes:**

- **Application for Admissions**
- **Student Information**
- **Academic Questionnaire**
- **Completed and signed Financial Policies**
- **Completed and signed Statement of Parental Support**
- **Completed and signed Statement of Faith**
- **Completed Request for Student Record Form** (not required for 4 and 5 year olds)
- **Copy of Student's Immunization Records**
- **Copy of Student's Birth Certificate**
- **Any legal documents pertaining to custody arrangements** (if applicable)
- **Application Fee: \$50.00 if submitted by July 15<sup>th</sup>, or \$75 after July 15<sup>th</sup>**
  - **Fee is per student and is non-refundable**

***Note:** After receipt of your completed application, new families will be contacted to schedule an interview.*





# NEW STUDENT APPLICATION

Email Address

Home Phone

Cell Phone

Occupation: \_\_\_\_\_

Title

Name of Company

Business Phone

**If the student does not live in the household with both parents, please complete the following information. Please note that the primary residence address is used for most written communication. If the parents are divorced or separated or a guardianship is in place, please provide a copy of any legal documents pertaining to legal custody arrangements.**

**Student's primary residence:**     **Mother**         **Father**         **Both**         **Guardian/Other**

**Send Correspondence to:**     **Mother**         **Father**         **Both**         **Guardian/Other**

**Student lives with:**

\_\_\_\_\_

Name

\_\_\_\_\_

Marital Status

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Email Address

\_\_\_\_\_

Home Phone

\_\_\_\_\_

Cell Phone

## **Information About the Applicant** (Must be complete for the application to be considered.)

\_\_\_\_\_

Present School

\_\_\_\_\_

Grade

\_\_\_\_\_

Telephone

\_\_\_\_\_

School Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

School year for which admittance to Clover Pass Christian School is being sought: \_\_\_\_\_

What church does the family attend? \_\_\_\_\_

Please explain why you wish for your child to attend Clover Pass Christian Schools.

How did you hear about Clover Pass Christian School?

Please provide names where possible.



## NEW STUDENT APPLICATION

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <u>Alumnus</u>         | <input type="checkbox"/> <u>Pastor</u>     | <input type="checkbox"/> <u>Sports</u>   |
| <input type="checkbox"/> <u>Current Student</u> | <input type="checkbox"/> <u>Open House</u> | <input type="checkbox"/> <u>Mailings</u> |
| <input type="checkbox"/> <u>Faculty Member</u>  | <input type="checkbox"/> <u>Web Site</u>   | <input type="checkbox"/> <u>Other</u>    |

*Clover Pass Christian School admits students of any race, color, national and ethnic origin to all the rights and privileges, programs, and activities generally accorded, or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin, in the administration of our educational policies, admissions policies, athletic, and other school administered programs, nor in the hiring of faculty or administration.*



# ACADEMIC QUESTIONNAIRE

To be filled out by parent/guardian:

Describe any academic challenges, if any, your student has.

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Describe any psychological, behavioral, or learning disabilities, if any, that have been diagnosed by a professional. Please provide your most recent copy of an IEP/ISP, 504 plan, or psychological testing results.

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What special services, if any, has your student received in school?

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What special services/tutoring, if any, has your child received outside of school?

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# STUDENT INFORMATION

## Home Language:

Identification of students who may have limited proficiency in the English language enables the school to provide appropriate, meaningful instruction for all students.

Please answer the following:

Which language did your son or daughter learn when he or she first began to talk? \_\_\_\_\_

What language does your son or daughter most frequently use at home? \_\_\_\_\_

What language do you use most frequently to speak to your son or daughter? \_\_\_\_\_

## Medical Information:

Is your student currently on any medication? No  Yes  (If yes, please explain below.):

\_\_\_\_\_

Any allergies or physical conditions/disabilities? \_\_\_\_\_

\_\_\_\_\_

## Student Information:

Has your student had any disciplinary difficulty in school? No  Yes  (If yes, please explain below.):

\_\_\_\_\_

Has your student been expelled or suspended from school? No  Yes  (If yes, please explain below.):

\_\_\_\_\_

Please list your student's interests and hobbies.

\_\_\_\_\_

\_\_\_\_\_



## STATEMENT OF FAITH

- There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit.
- Jesus Christ is the true God and the true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. He will come again to establish His kingdom of righteousness and peace.
- The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness, and of judgment.
- The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.
- Man was originally created in the image and likeness of God: he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the unrepentant and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.
- Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.
- It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion.
- Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the Church in this present age.
- The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the gospel, and observance of the ordinances of Baptism and the Lord's Supper.
- There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life, for the latter, a resurrection unto judgment.
- The second coming of the Lord Jesus is imminent and will be personal, visible, and premillennial. This is the believer's blessed hope and is a vital truth which is an incentive to holy living and faithful service.

Signatures: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_



# FINANCIAL POLICIES

**I/We agree to the following financial policies:**

- **AN APPLICATION FEE of \$50 is due (\$75 if submitted after July 15<sup>th</sup>, 2019) for students, at the time of application. Application fees are non-refundable.**
- **THE ANNUAL TUITION** is charged over nine (9) months, **beginning September 5th**, and ending with the May 5th, payment.
  - The tuition payment is due on the fifth of each month.
  - Payment is late if not received by the 10th of the month. If the 10th falls on a holiday or weekend, payment is due the following school day.
  - A late charge of \$25.00 will be assessed for each payment received after the 10th.
  - The Finance Committee of the School Board, upon written request, may grant a payment extension. A written request must be received in the School Office by the 10th of the month.
  - If payment is not received by the 25th of the month and the parent has not received an approved extension, the student/s will not be permitted to attend school as of the first school day of the following month.
  - Any student account with a history of late payments or missed deadlines on a payment plan may be asked by the administration to pay the annual tuition and all fees in full, before the student attends school.
- **WITHDRAWAL:** In the event that a student is withdrawn from Clover Pass Christian School, the tuition account is pro-rated and closed based on a monthly calculation. Any unpaid monthly tuition becomes due immediately. This is necessary due to accommodation already made for that student, such as staffing, curriculum materials, and classroom space.
- **RETURNED CHECKS:** Returned checks are charged a \$25.00 fee plus any bank fees incurred and require replacement in the form of a money order or cash. A second returned check will require future payments to be made in cash or with a money order.
- **TUITION ASSISTANCE:** Tuition assistance may be available to qualifying families through requests from the school office. For more information, please contact our School Office at (907) 247-2350.

**Person Responsible for Payment:**

Payer #1 Name	Address	Email	Percentage %
Payer #2 Name	Address	Email	Percentage %
Prefer Invoices Sent By	<input type="checkbox"/> Email:	<input type="checkbox"/> Mail	<input type="checkbox"/> Both

**PARENT/GUARDIAN SIGNATURE**

- I/we have, to the best of my/our knowledge, completed this application truthfully and accurately.
- I/we have read and agree with the Statement of Parental Support.
- I/we have read and agree with the Financial Policies
- I/we understand that failure to comply with the established regulations, discipline, and financial requirements listed in the Statement of Parental Support may result in the forfeiture of my/our child(ren) attending Clover Pass Christian School.

Signatures: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_



# TO BE COMPLETED BY A PARENT OR GUARDIAN

The following student, \_\_\_\_\_, has applied to  
Clover Pass Christian School.

\_\_\_\_\_ **Date of Birth**

\_\_\_\_\_ **Grade applying for**

Please forward official school records including:

- Cumulative permanent record folder
- Transcript with explanation of grading system, noting any advanced courses
- Courses in progress with exit grades
- Health and immunization records
- Discipline records
- Test records
- Psychological tests, special education information (IPE/504 Plan, etc.)
- Attendance record

I, \_\_\_\_\_, parent of \_\_\_\_\_,  
**Parent Name (please print)** **Student Name (please print)**

do authorize Clover Pass Christian School to request from the school(s) listed below the records listed above.

\_\_\_\_\_ (School name)

\_\_\_\_\_ (Street address)

\_\_\_\_\_ (City, State, Zip)

\_\_\_\_\_ (Telephone)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## For School Use Only:

Registrar: Please Mail Student Records to:

**CLOVER PASS CHRISTIAN SCHOOL**  
105 North Point Higgins Road  
Ketchikan, AK 99901

1st Request: \_\_\_\_\_

2nd Request: \_\_\_\_\_



# STATEMENT OF PARENTAL SUPPORT

## **I/We Agree:**

- To faithfully support Clover Pass Christian Schools through prayer and a positive attitude;
- To uphold the unique Christian philosophy of education, purpose, and intent of Clover Pass Christian Schools;
- To uphold and support high academic standards by providing a place at home for study and to encourage the completion of homework assignments;
- To cooperate and support teachers and administrators in the enforcement of the policies of Clover Pass Christian Schools;
- To discuss school concerns only with the people involved (parents, teachers, or administrators) and not around my/our child(ren) (Matthew 18:15);
- To grant authority to teachers and administrators to discipline my/our child(ren) within the standards of conduct established by Clover Pass Christian Schools;
- To faithfully support and cooperate in enforcing the Clover Pass Christian Schools dress code policy;
- To not tolerate profanity or obscenity in word or action;
- To respect school personnel, parents, or other students;
- To report any prescribed program of medication required for my/our child(ren);
- To report any relevant psychiatric or psychological counseling information regarding my/our child(ren) to Clover Pass Christian Schools;
- To pay reasonable assessments to cover damage to the school or the personal property of others caused by my/our child(ren);
- To the best of my/our ability, support, attend, and participate in all school-sponsored meetings and activities;
- To regularly attend church and encourage my/our child(ren) to actively participate in a local expression of the Body of Christ; and
- To pay tuition and fees according to the financial policy of Clover Pass Christian Schools.

Signatures: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_