



Admissions Timeline

Enrollment Steps

1. Inquiry – By phone, web or in person.
2. Schedule campus tour/attend Open House – Tours scheduled by appointment as needed.
3. Complete application – Submit online with supporting documents.*
4. Student school visit – Optional for rising 5th-8th grade students. Usually 60-90 minutes.
5. Entrance screenings – Scheduled by Admissions Office. Observations or assessments may be required based on records provided.
6. Interview –In person or by phone with a member of the admissions panel.
7. Parent notification of admissions decision.
8. Official enrollment – Online payment registration (to FACTS Tuition Management Services) and deposit paid.

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Admissions Decision Process

- Once an applicant's file is complete*, the admissions decision will be directly communicated to parents typically within two weeks.
- The first decision letters will be mailed no later than March 1.
- Applicant files completed after March 1 will be processed and decisions communicated typically within two weeks upon completion.*

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Meetings with Leadership

There are several opportunities for parents to meet with the leadership of Immanuel Christian School. These are highly recommended for parents to gain a better understanding of the mission of Immanuel Christian School. These include:

- **Inside Story** – A panel forum including an administrator, school board member, teacher, and/or parent. This is an interactive session answering parent questions and covering philosophical, curriculum and social issues. This is an opportunity for those who desire a deeper look at our overall program.
- **Just Around the Corner** –This is a parents-only meeting for those with students entering kindergarten through 2nd grade. This admissions orientation meeting explains the developmental philosophy, readiness screening and classroom expectations for students in primary grades.

*Completed applications include report cards for previous two years if available, nationally standardized testing for 3rd-8th grade applicants, and teacher and administrator questionnaires. Kindergarten – 2nd grade applicants may need a developmental screening. Additional information and testing for all applicants may be required depending on records.