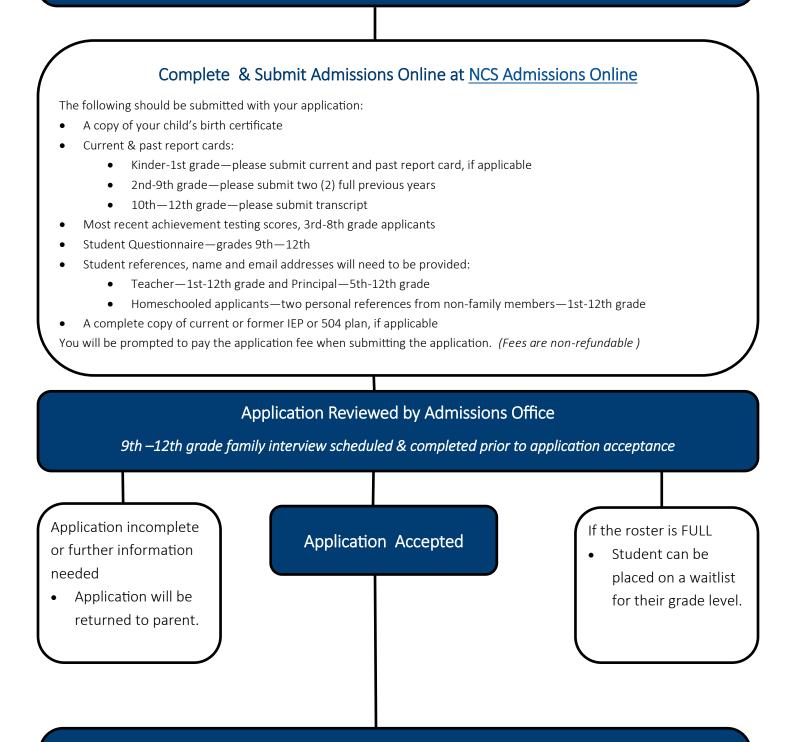
Northwest Christian Schools of Lacey

New Student Application Process





- Enrollment offer is emailed to parent
- Follow the steps in the enrollment email to complete enrollment packet online
- Please complete the online enrollment within one (1) week of receiving the offer; your students placement on the roster is tentative during this time

Completing the Enrollment Process

Please complete enrollment within one (1) week of receiving your enrollment acceptance email to secure your child's spot on the class roster.

Follow the directions in your enrollment acceptance email to set up your FACTS Family Portal and access your child's enrollment forms.

Enrollment checklist for new students:

- Review and complete each step of the enrollment packet
- Certificate of Immunization Status or Certificate of Exemptions required for all students—please note state laws have changed on how this information should be submitted (*please submit this information with enrollment and update as needed prior to start date*)
- Physical Exam—required for all new students (can be submitted prior to start date)
- Request for Student Records—required for all new students
- Custodial Documentation/Parenting Plan—if applicable

Payment of enrollment/registration fee is made upon submission of the application. (Fees are non-refundable)

Enrollment received and spot on the roster is secured.

- Watch for email to schedule assessment K-8th
- 5-8th grade student interviews will be scheduled
- Results of assessment will be mailed after review

Welcome to the Northwest Christian Schools of Lacey

School supply lists, calendars and more information is mailed in late July. If you have questions at any time, please reach out to our admissions office at <u>admissions@ncslacey.org</u> or by phone at (360) 493-2223 ext. 209.