

# Northwest Christian Schools of Lacey

## New Student Application Process



### Complete & Submit Admissions Online at [NCS Admissions Online](#)

The following should be submitted with your application:

- A copy of your child's birth certificate
- Current & past report cards:
  - Kinder-1st grade—please submit current and past report card, if applicable
  - 2nd-9th grade—please submit two (2) full previous years
  - 10th—12th grade—please submit transcript
- Most recent achievement testing scores, 3rd-8th grade applicants
- Student Questionnaire—grades 9th—12th
- Student references, name and email addresses will need to be provided:
  - Teacher—1st-12th grade and Principal—5th-12th grade
  - Homeschooled applicants—two personal references from non-family members—1st-12th grade
- A complete copy of current or former IEP or 504 plan, if applicable

You will be prompted to pay the application fee when submitting the application. *(Fees are non-refundable)*

### Application Reviewed by Admissions Office

*9th –12th grade family interview scheduled & completed prior to application acceptance*

Application incomplete or further information needed

- Application will be returned to parent.

Application Accepted

If the roster is FULL

- Student can be placed on a waitlist for their grade level.

- 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 student's 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 [admissions@ncslacey.org](mailto:admissions@ncslacey.org) or by phone at (360) 493-2223 ext. 209.