

**EMMANUEL LUTHERAN SCHOOL
APPLICATION PROCEDURES FOR
NEW ENROLLEES**

- ___ 1. Complete *Application for New Student Admission*.
- ___ 2. Attach the non-refundable Processing Fee of \$25.00 for Preschoolers or \$50.00 for Kindergarten through 8th grade. (Make checks payable to Emmanuel Lutheran School.)
- ___ 3. Attach copy of child's Birth Certificate and Immunization and medical records.
- ___ 4. Complete the top portion of *Request for Release of Academic Records* and submit to your child's current school. (Available at www.emmanuelutheranschool.org. (Grades K - 8 only).
- ___ 5. Schedule an interview with the school administrator at 828-281-8182.
- ___ 6. Following initial interview and receipt of all documents by the school office, the principal will schedule and administer a short placement test with the child. (Grades K - 8 only).
- ___ 7. Following the test, parents will be notified of the final decision.
- ___ 8. Upon notification of acceptance, parents will complete and sign the *Student Enrollment Contract* and other applicable enrollment forms and submit the applicable non-refundable registration fee within fourteen (14) days to guarantee enrollment.

ADDITIONAL - FOR NEW PRESCHOOL ENROLLEES:

Complete and submit the following ADDITIONAL initial forms with the above forms by the first day of school, unless otherwise stated.

- ___ 9. *Child and Adult Care Food Program (CACFP) Participant Enrollment Form CAC-11.* (Note that Item 4, Household Members Monthly Income is confidential and optional.)
- ___ 10. *Discipline and Behavior Management Policy.*
- ___ 11. *Summary: North Carolina Child Care Law and Rules and signature page.*
- ___ 12. *Incident Report Form.* (For parent information only.)

NOTE FOR RISING KINDERGARTENERS:

- ◆ Emmanuel Lutheran School adheres to the new North Carolina law stating that children must be 5 years of age on or before August 31 in order to enter kindergarten.
- ◆ All rising kindergarteners are required to schedule a Dial-3 test with the school.
- ◆ A non-refundable fee of \$50 will be assessed for the Dial-3 test. For New Enrollees, this fee is covered by the Processing Fee.

NOTICE OF NON-DISCRIMINATORY POLICY

Emmanuel Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies or athletic and other school-administered programs.