



# International Christian Academy of Nagoya

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CEEB Code 680542



## Admission Process

ICAN offers a program for students who agree to an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence.

The admissions procedures are accomplished through the following sequence:

- ❑ Parents contact our Admissions Coordinator, about touring/applying to ICAN.
- ❑ A tour of the elementary and/or secondary campus is setup by Admissions Coordinator.
- ❑ When officially applying parents must submit the properly completed application forms
  - Completed application form
  - Complete health records (or at latest day before attending school)
  - Transcripts
  - Parent Agreement Form
  - Copies of both the parents' and student's passport front pages and their visa page(s) and/or city resident cards. If the visa is in process, an official letter of explanation from the sponsor must be submitted.
  - Payment of Application Processing Fee.
- ❑ After the completion of the above and application fee is paid then ....
  - An entrance test will be scheduled for all applicants unless they can produce recent standardized test results (Stanford Achievement, IOWA, Terra Nova, MAP Test, and etc.)
  - ESL (English as a Second Language) students will be given an additional Language Proficiency test.
- ❑ Once the paperwork and the entrance test have been completed and evaluated then the parents will be informed of the administrator's decision.
- ❑ Students admitted during the school year will have at least a 24-hour waiting period before they join their classes (a day will be given for teachers to prep for the student).

The admissions coordinator manages a waiting list, and prospective students are placed on this list when no openings are immediately available. Preferences will be given to prospective students on the waiting list based on the following criteria. Also, the more criteria met below, the higher the chances of being considered for enrollment when an opening becomes available.

1. Siblings are already enrolled at ICAN
2. English speaking international school background
3. English proficiency at or exceeding grade level requirements

The Director may make exceptions to this policy based on the needs of prospective families.

## Transfer Student Policy

- Students transferring to ICAN in grades 9 through 12 from schools that offer a non-American style curriculum will be permitted to transfer a maximum of 7.5 credits for each academic year that they have completed. Following verification and review of transfer records, the college counselor will determine the specific classes that will be accepted to meet high



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school graduation requirements and the credits that can be awarded from each class accepted. Classes and grades accepted for transfer to ICAN will be reflected on the student's official transcripts as transferred credits.

- Elementary & middle school students entering school without transfer grades during the quarter won't receive an official report card but will receive a progress report for that time period.
- High school students without transfer credits (starting after the 10<sup>th</sup> day of semester) must wait until the following semester to begin ICAN and are encouraged to do distance delivery or home schooling.

## Probationary Admissions

Applicants with academic or behavioral deficiencies may be offered probationary admittance for nine weeks (first quarter) if the administrator feels the deficiencies can be corrected by the end of that time. The administrator, guidance counselor and teachers review probationary admissions each grading period. If the necessary corrections have not occurred, the student will be denied further admittance. If the administrator and the teachers agree that the probationary period should be extended, it can be extended for another nine weeks (total of a semester).