



K-12th Admission Process

To ensure a timely process and the best opportunity for admission, we recommend that applications and testing be completed by May 15th. After this date, applicants may not be eligible for some participation opportunities.

STEP 1: Application

Submit records within 10 days

Complete the admissions application at www.MDCAcademy.org under the Admissions tab and click “**Apply Now.**” The non-refundable application fee is \$125 per student. Some records may be uploaded while completing the application or emailed to Ashton.Ward@MDCAcademy.org.

- Report cards/Transcripts from last 3 years*
- Standardized Testing from past 3 years*
- Discipline Record
- Accommodation Plan if applicable (includes an IEP, 504 plan, psychoeducational assessment results, or any other school issued support services plan)
- School Recommendation form completed by previous school Principal, Assistant Principal or Guidance Counselor
- Personal Recommendation completed by a current English or Math teacher
- Personal Recommendation completed by a recent Minister for the church congregation to which you belong
- Custodial Parent/Guardian paperwork if applicable
- Copy of certified birth certificate
- Immunization record or immunization exemption form
- Physical Exam or FHSA sports physical form for grades 6-12 completed by a physician & dated within one year

* Not needed for kindergarten applicants

STEP 2: Testing

Take an admissions test

Students are required to take a grade level admissions test to demonstrate proficiency in reading and math.

- Students applying for Kinder and 1st grade are required to take a norm-referenced test at MDCA. Students applying for 2nd through 12th grade are required to take the Independent School Entrance Exam (ISEE). To register your child for testing, contact the admissions office at Ashton.Ward@MDCAcademy.org or go to iseeonline.erblearn.org.

STEP 3: Interview

Attend a family interview

Once testing is complete and all student records have been received, the principal will review the student’s file and determine whether an interview is required. We request that both parents attend the interview, as well as the student applicant(s).

STEP 4: Admissions Decision

You’ll hear from us!

The student's file will be presented to the admissions committee for consideration. Decisions are made in December, February, and March. After June 1st, contact the admissions office for availability. Once an admissions decision has been made you will be contacted via email.

STEP 5: Enrollment Agreement

Complete agreement within 10 days

Upon the student’s acceptance to MDCA, parents will receive a continuous enrollment agreement via email. The enrollment agreement must be completed online within 10 days or your seat will be released. You will also set up your tuition payment plan with FACTS Management at this time.

