



GRAND RAPIDS CHRISTIAN ELEMENTARY SCHOOL

ADMISSIONS PROCESS

2021 – 2022

IROQUOIS & EVERGREEN CAMPUSES

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GRCES ADMISSIONS PROCESS STEPS

- 1. VISIT OR ATTEND AN EVENT** *(See reverse for complete visit options or visit www.grces.org/visit)*
RECOMMENDED. A tour is a great way to get to know our school and and take a look at our campus. We recommend this to all new families. Tours can be either virtual or in person.
- 2. INQUIRE**
REQUIRED. Complete the inquiry form online at www.grces.org/inquiry.
- 3. APPLY**
REQUIRED. Parents and/or guardians are required to complete, sign, and submit the Application for Admission. The application is available online after an initial inquiry.
- 4. ACADEMIC RECORDS**
REQUIRED. Applicants are required to complete the Grand Rapids Christian Records Request Form and submit one copy to their current school and one copy to the Grand Rapids Christian Elementary School Director of Admissions. Required items include the following:
 - Report cards, 3 years (if applicable)
 - Standardized test results, 3 years (if applicable)
 - IEP, 504 Plan, accommodations/support services list (if applicable)
 - Discipline records, 3 years (if applicable)
 - Attendance records, 3 years
 - Immunization record or waiver
- 5. APPLYING TO INCLUSION**

Grand Rapids Christian Schools strongly desires to be an inclusive community reflective of God’s Kingdom and provides individualized services to learners of differing abilities. Therefore, students in kindergarten through 12th grade who have mild to moderate physical, cognitive, and/or emotional disabilities are valued members of our school communities.

Because we are committed to having the resources to serve all students well, we regretfully cannot accept all students who will require inclusion services. Therefore, applications to Inclusion at Grand Rapids Christian Schools for the 2021-2022 school year, including all supporting documentation, must be received by March 1, 2021, in order to be considered for the 2021-2022 school year. Our Director of Inclusion Services will review all applications and respond by April 15, 2021.

Applications received after March 1, 2021, will be considered for the 2022-2023 school year.
- 6. FAMILY INTERVIEW**
REQUIRED. The family interview is the final step in the application process, following completion of the application paperwork. Interviews are with the student, at least one parent or guardian, the Grand Rapids Christian Elementary School Director of Admissions, and the school principal.

The interview offers the chance to sit down and meet each other, as an alternative to having an admissions team only evaluate a student’s application. A typical interview lasts approximately 30 minutes, and is a time when the student and parent(s) may ask any questions and share their perspectives. The Director of Admissions works directly from the student’s application and supporting materials to discuss academics at GRCES, involvement in co-curricular activities, and the unique spiritual opportunities we offer each student as a Christian school.

Interviews are scheduled during regular school day hours (between 8am – 4pm) and on occasion in the evening. The Director of Admissions will initiate the interview appointment and contact you after the completion of all application and testing materials.

**Applicants receiving educational or inclusive educational support services will also be required to meet with the program coordinator to determine support level and accommodations.*

7. VARIABLE TUITION

OPTIONAL. Because Grand Rapids Christian Schools is committed to making a Christian education accessible to families from a range of economic backgrounds, we offer a range of tuition rates called Variable Tuition. While every family is expected to contribute to the cost of tuition, Variable Tuition allows families to apply for a reduced tuition rate based on their family's unique financial situation. In order to apply for Variable Tuition, parents must submit an online application to FACTS Grant & Aid. There is a \$35 fee to apply. More information, including a list of rates and a link to the application, is available at www.grcs.org/variabletuition. The application opens December 1, 2020.

Please note that while we work within our resources to make GRCS accessible to as many students and families as possible, funds to support Variable Tuition are limited and are distributed based on need as well as on a first come-first, first-served basis.

8. CONTINUOUS ENROLLMENT CONTRACT

REQUIRED. Once the admissions process has been completed and the applicant has been accepted, you will need to complete the Continuous Enrollment Contract. The Admissions Director will send you an email confirming the Application for Admission has been accepted and will include the link to the online contract. A \$200 per student enrollment deposit is required for families new to Grand Rapids Christian Schools. This deposit will be applied to your 2021-2022 tuition.

9. PARENTVUE ACCOUNT SET UP

REQUIRED. Grand Rapids Christian School (GRCS) utilizes Synergy's ParentVUE portal to provide parents/guardians with access to student and school information. This tool assists parents/guardians in staying informed and connected with day-to-day insight into their student's academic experience. In addition, ParentVue is where parent and emergency contact information are stored. The Admissions Team will send you instructions for setting up your ParentVue Account after we have received your continuous enrollment contract.

10. SMART TUITION ACCOUNT SET UP

REQUIRED. The final step in the enrollment process is to set up your payment plan by creating your Smart Tuition account. You will receive an email from CustomerService@smarttuition.com as well as an email from a member of the GRCS business office with instructions for setting up your account. The applicant will not be considered officially enrolled until this step has been completed.

VISIT OPPORTUNITIES AND EVENTS

www.grcs.org/Visit and www.grcs.org/AdmissionsEvents

INDIVIDUAL FAMILY MEETINGS AND TOURS (www.grcs.org/inquire)

The Admissions Director would be happy to set up a Family Meeting to take you on a tour of the school, tell you more about our programs, and discuss any questions you may have about Grand Rapids Christian Elementary School. Please feel free to call or email the Admissions Director to arrange a day and time that works best for you.

ADMISSIONS EVENTS (www.grcs.org/admissionsevents)

We offer a variety of opportunities throughout the year for you and your student to experience our schools. For a complete list of events, please visit www.grcs.org/admissionsevents.

Grand Rapids Christian Schools values diversity and nurtures the lives of a spiritually, culturally, and economically diverse student body of nearly 2200 students. Enrollment at GRCS is open to all families who desire a comprehensive Christian education for their children, regardless of race, color, sex, national origin, family structure, or denominational affiliation, and agree to have their children educated according to GRCS' Statement of Faith.