



GRADES 2-5 APPLICATION PROCESS CHECKLIST

- ___ Submit application for each child with a \$100 non-refundable fee on or before January 15, 2023.* Once the application is processed, parents can view the admissions checklist in myCCS. Detailed instructions for completing the application can be found at www.charlottechristian.com/admissions.
- ___ Upload a copy of your child's birth certificate to myCCS.
- ___ From the checklist on myCCS, request the teacher recommendation and transcript from your student's current school. All materials are due by February 24, 2023. (Transcripts should include report cards, standardized tests, and other educational assessments important to the application process.)
- ___ **Grade 5 Only:** Complete the applicant questionnaire. This form should be printed and completed in the student's handwriting. The completed form may be uploaded in myCCS on the checklist.
- ___ Register for testing:
 - Grades 2-4:** Schedule WISC-V (Wechsler Intelligence Scale for Children - Fifth Edition) with a Charlotte Area Independent Schools (CAIS) psychologist (see CAIS booklet for list of providers). Request that scores be sent to Charlotte Christian School.
 - Grade 5:** Register for the Independent School Entrance Exam (ISEE) at www.iseetest.org or with ISEE (1-800-989-3721). Please request that scores be sent to Charlotte Christian School.
- ___ Once an applicant's file materials (teacher recommendation, transcripts, testing) are complete, a student visit and family interview will be scheduled. Timely receipt of these materials supports an efficient process for both the student and Charlotte Christian School.
- ___ Admissions decisions will be posted on the decision tab in myCCS on March 31, 2023.* Admissions decisions for siblings of JK-K applicants will be posted on the decision tab in myCCS on February 24, 2023*.
- ___ The progress of your student's application can be viewed through myCCS.

*All dates represent those observed by Charlotte Area Independent Schools (CAIS) for priority consideration. After these dates, Charlotte Christian School maintains rolling admissions where grade level space permits.

myCCS INSTRUCTIONS

By completing an online inquiry form, you will be added to myCCS, an easy to use and convenient online environment for prospective parents to stay engaged and up to date with Charlotte Christian School. myCCS will simplify completing an application or following the progress of your student's application process. You will find the myCCS login in the top right hand corner of the Charlotte Christian School website. Hover over "Quicklinks" and select "myCCS" from the dropdown. The first time you visit myCCS you will be able to login or reset your password.