



## JK- GRADE 1 APPLICATION PROCESS CHECKLIST

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- \_\_\_ 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](http://www.charlottechristian.com/admissions).
  
- \_\_\_ Upload a copy of your child's birth certificate to myCCS.
  
- \_\_\_ Contact a CAIS psychologist to schedule WPPSI-IV Test (Wechsler Preschool and Primary Scale of Intelligence - Fourth Edition). Request that scores be mailed to Charlotte Christian School (See CAIS booklet for providers.)
  
- \_\_\_ After November 1, please request the teacher recommendation from your child's current teacher through the checklist in myCCS. The recommendation should be completed before February 1, 2023.\*
  
- \_\_\_ After an application has been received the admissions office will schedule a 45-minute on-campus playdate. Visits occur December through February. Families will meet with the admissions director and/or lower school administration. This conversation is an opportunity to learn more about Charlotte Christian School and share your goals for the next step in your student's educational journey.
  
- \_\_\_ File materials (teacher recommendation, results of CAIS testing, and a copy of your student's birth certificate) should be completed by February 1, 2023.\* The progress of your student's application can be viewed through myCCS. Timely receipt of these materials supports an efficient process for both the student and Charlotte Christian School.
  
- \_\_\_ Admissions decisions for JK-K and siblings of JK-K applicants will be posted on the decision tab in myCCS on February 24, 2023\*. Admissions decisions for grades 1-12 will be posted on the decisions tab in myCCS on March 31, 2023.

\*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.