



ADMISSIONS PROCESS 2023 — 2024

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Preschool — 5th Grades

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grcs.org/admissions

1. VISIT OR ATTEND AN EVENT (See visit opportunities sheet for complete visit options or visit www.grcs.org/visit)

RECOMMENDED. A tour is a great way to get to know our school 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.grcs.org/inquiry.

3. APPLY

REQUIRED. Parents and/or guardians are required to complete, sign, and submit the Application for Admission. The link to the online application is available from the Director of Admissions after an initial inquiry.

4. ACADEMIC RECORDS

REQUIRED. Applicants are required to complete the Grand Rapids Christian Schools Records Request Form and submit one copy to their current school and one copy to the Director of Admissions. Required items include the following:

- Final report cards, 3 years — including most recent report
- Standardized test results, 3 years (NWEA-MAP)
- IEP, 504 Plan, accommodations/support services list (if applicable)
- Discipline records, 3 years (if applicable)
- Attendance records, 3 years
- Immunization record or waiver

5. READING ASSESSMENT

REQUIRED. In certain circumstances, students entering 1st-5th grades will be asked to complete a reading assessment with GRCS staff. The Director of Admissions will work with you to schedule this assessment.

6. 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 require inclusion services. Therefore, applications to Inclusion at Grand Rapids Christian Schools for the 2023-2024 school year, including all supporting documentation, must be received by March 1, 2023, in order to be considered for the 2023-2024 school year. Our Director of Inclusion Services will review all applications and respond by April 14, 2023.

Applications received after March 1, 2023, will be considered for the 2024-2025 school year.

7. 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 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, 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 8:00 am – 4:00 pm) 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.*

8. VARIABLE TUITION

OPTIONAL. Because Grand Rapids Christian Schools is committed to making a Christian education accessible to families from various 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 \$40 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, 2022.

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-served basis.

9. CONTINUOUS ENROLLMENT CONTRACT

REQUIRED. Once the admissions process is complete and the applicant has been accepted, you will complete the Continuous Enrollment Contract. The Director of Admissions 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 2023-2024 tuition.

Continuous Enrollment at GRCS is a simple, one-time process. Once you sign your Continuous Enrollment Contract, you will never have to re-enroll again. You are part of the GRCS community until you tell us otherwise, and your child's spot in their class is secure until 12th grade graduation.

10. PARENTVUE ACCOUNT SET-UP

REQUIRED. Grand Rapids Christian Schools (GRCS) utilize 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 is stored. The Admissions Team will send you instructions for setting up your ParentVUE account after we have received your Continuous Enrollment Contract.

11. BLACKBAUD TUITION MANAGEMENT ACCOUNT SET-UP

REQUIRED. The final step in the enrollment process is to set up your payment plan by creating your Blackbaud Tuition Management account. You will receive an email from customerservice@blackbaud.school as well as an email from GRCS 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

grcs.org/visit

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

The Director of Admissions is happy to set-up a Family Meeting with you to discuss any questions you may have about Grand Rapids Christian Elementary School, give you an opportunity to learn more about the school, tour the facilities, and give the Director of Admissions the opportunity to learn more about your family as well. Please feel free to contact the Director of Admissions with available date and time options that work best for your schedule, and they are happy to accommodate.