



## GRADES 5-12 APPLICATION PROCESS

- \_\_\_ Submit application for each child with a \$100 non-refundable fee on or before January 15, 2025.\* 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/apply](http://www.charlottechristian.com/admissions/apply).
- \_\_\_ Upload a copy of your child's birth certificate to myCCS. For families with two households, please upload a copy of your custody agreements.
- \_\_\_ 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.
- \_\_\_ From the checklist on myCCS, request the English, Math, Principal/School Counselor recommendations (Grades 7-12) and English and Math recommendations (Grades 5-6) and transcripts from your student's current school (transcripts should include report cards, standardized tests and other educational assessments important to the application process.) All materials are due by February 28, 2025.
- \_\_\_ Register for testing: Register for the Independent School Entrance Exam (ISEE) at [www.iseetest.org](http://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 family interview will be scheduled. Visit days will be offered according to grade level. Timely receipt of these materials supports an efficient process for both the student and Charlotte Christian School.
- \_\_\_ The progress of your student's application can be viewed through myCCS.
- \_\_\_ Admissions decisions will be posted on the decision tab in myCCS on March 28, 2025.\* Admissions decisions for siblings of JK-K applicants will be posted on the decision tab in myCCS on February 28, 2025.\*

\*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. Scan the QR code to access myCCS.

