



NEW ELEMENTARY FAMILIES ADMISSIONS CHECKLIST

STEP #1

APPLICATION:

- ☐ Complete the online application and submit the application fee
- ☐ Birth certificate
- ☐ Immunization Registry Record

TK - K5

- ☐ Information form
- ☐ Readiness Checklist (from preschool or daycare teacher)
- ☐ Personal Recommendation form (from family's pastor)

1st-5th Grade

- ☐ Academic Referral form (from current teacher)
- ☐ Student Questionnaire (4th & 5th)
- ☐ Report Card (at least 2 years' worth)
- ☐ Educational/diagnostic testing results, current IEP/504 if applicable
- ☐ Personal Recommendation form (from family's pastor)

STEP #2

TESTING:

Testing is scheduled through the Student Services office AFTER the admissions office receives all of the required forms.

STEP #3

INTERVIEW REQUIREMENTS:

- Family Interview will be scheduled as long as steps 2 and 3 are completed favorably
- Family Interview is an opportunity to share the Mission, Vision, and Statement of Faith, and to assess whether HGCS is the right fit for your family

STEP #4

ADMISSIONS ACCEPTANCE OR NON-ACCEPTANCE:

Final decision is communicated in writing contingent upon:

- Satisfactory grades
- Letters of recommendation
- Interview
- Satisfactory behavior reports
- Entrance testing
- Review of IEP/504/
Psychoeducational Evaluation

*Please note any suspensions, expulsions and/or failed courses is an automatic denial of admission. Upon acceptance, a nonrefundable deposit of \$500 is required and will apply toward tuition.