

## NEW STUDENT APPLICATION INSTRUCTIONS

**Priority Application for the 2026-2027 school year begins  
8:00am on November 6, 2025 through 2:00pm on November 7, 2025**

To apply for admission using our online application, first create an account by filling out the form at <https://ctk-ky.client.renweb.com/oa/register.cfm?memberid=3274>. Feel free to create this account at any time before the Priority Application Window.

Once you have established your account, log in on November 6th anytime after 8 a.m. at <https://ctk-ky.client.renweb.com/oa/login.cfm?memberid=3274> and click the button to "Create a New Student Application." Then, fill out an application for each child for whom you are seeking admission; there is a preschool-specific and a K-8th-specific application.

Whether uploaded within the online application, emailed, mailed, or hand-delivered to Christ the King School, the following documentation is required\* (PDF format preferred for electronic submissions):

1. Birth Certificate (*all applicants must be state- or country-issued; cannot be hospital-issued*)
2. Baptismal Certificate (*applies for those seeking the Catholic or Cathedral parishioner tuition rate and admissions priority*)
3. A copy of the most recent set of standardized test scores and report cards (*applicants for grades 1-8*)
4. A copy of an IEP/504 support plan if applicable.

**\*To expedite filling out your application, you should plan to have all required documents available for upload when you begin filling out the online application. Please note that your child's application is not considered complete - even for Priority Application - until CKS receives these documents and you have paid the non-refundable Admissions Application Fee.**

Submitting an application grants us permission to receive records, etc., from your child(ren)'s current school. We will not make formal records requests until this coming summer.

Following submission of the application, you will be provided with a link to retrieve your lottery number (*this only applies to applications submitted during the Priority Application window*). You will all be assigned 1 lottery number PER FAMILY, even if you apply for multiple students. Applications submitted after the Priority Application Window do not require a lottery number and will be processed on a first-come, first-served basis, subject to grade-level availability and according to the hierarchy set out below.

*Continued ->*



**Please note that submission of an application does not guarantee acceptance.** Your Priority Registration lottery number will be used to determine the order of acceptance (lowest to highest number) among applications submitted during the Priority Application Window, subject to the hierarchy set out below. You will be notified by December 19, 2025, as to whether your child has been accepted, or whether the applicant child has been placed on our waitlist for the grade level and enrollment year applied for. Our available spots for enrollment at each grade level are granted according to the following preference hierarchy:

1. children of current Faculty/Staff
2. siblings of current CKS students
3. children on our 2025-26 waitlist
4. baptized children of CTK Parishioners
5. baptized children of Catholics from other parishes
6. children of non-Catholics

For questions or additional information, please contact  
Lindsey Ball  
Admissions, Marketing and Communications Director  
[admissions@ckslex.org](mailto:admissions@ckslex.org)  
859-266-5641 x1121