

STEPS FOR ADMISSION

We are very thankful for the opportunity to open the doors of Portland Christian School to new families each year. The following procedure has been established to aid in the acceptance of all new applicants in grades K-12.

Information (Kindergarten through Grade 12)

General information will be given over the phone (502) 429-3727 and is available at www.portlandchristian.org. The admissions application must be completed online through FACTS. The application can be found on the PCS website on the homepage ("Apply Now").

Developmental Evaluation (Kindergarten)

After the application and \$100 application fee has been submitted, the Admissions Office will schedule a developmental assessment. The screening is a one-on-one developmental evaluation involving the student and a teacher to determine Kindergarten readiness in several developmental areas. The evaluation can be completed in about 40 minutes.

Within 7 days the Director of Admissions will call or email with the evaluation results and answer any questions.

Admission Testing (Grades 1 through 12)

After the online application has been submitted, the Admissions Office will schedule an assessment. The admissions assessments are multiple choice, and cover Reading and Math. Typically, small groups of the same grade level are scheduled together for testing. Testing will take about 1 ½ hours. Within 5 – 7 days the Director of Admissions will call or email with the test results. A student's scores on the admissions test are not the sole factor considered for acceptance. The scores do help us to determine a successful placement for the child.

Interview (Kindergarten through Grade 12)

When test results and application information is complete, the Admissions Office will schedule an interview between with the student(s) and their parent(s), and the principal.

Admissions Evaluation (Kindergarten through Grade 12)

After the Admissions Committee has evaluated the applicant's file, parents will be notified promptly of the Admission Committee's decision. Please feel comfortable in contacting the Admissions office if you have questions along the way.

Confirmation of Acceptance (Kindergarten through Grade 12)

After confirmation of acceptance is received, you will receive an email from FACTS Management regarding completion of the enrollment packet and setting up your tuition payment plan. For any questions regarding tuition, please contact the tuition office at tuition@pcslou.org.

It is important that you prayerfully consider the Statement of Faith. We are an extension of your home and desire that we be consistent in support of one another.